

Current Expense Budget



VOLUME 3

- General Government
Department Detail

Janet S. Owens
County Executive

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**FISCAL YEAR 2003
CURRENT EXPENSE BUDGET**

JANET S. OWENS
COUNTY EXECUTIVE

ANNE ARUNDEL COUNTY, MARYLAND

JOHN M. BRUSNIGHAN
CHIEF ADMINISTRATIVE OFFICER

JOHN R. HAMMOND
BUDGET OFFICER

ANNE ARUNDEL COUNTY COUNCIL

BILL D. BURLISON
Chairperson

**PAMELA G. BEIDLE
DANIEL E. KLOSTERMAN, JR.
SHIRLEY MURPHY
CATHLEEN M. VITALE
BARBARA D. SAMORAJCZYK
JOHN J. KLOCKO, III**

PREPARED BY
THE OFFICE OF BUDGET
ANNE ARUNDEL COUNTY, MARYLAND

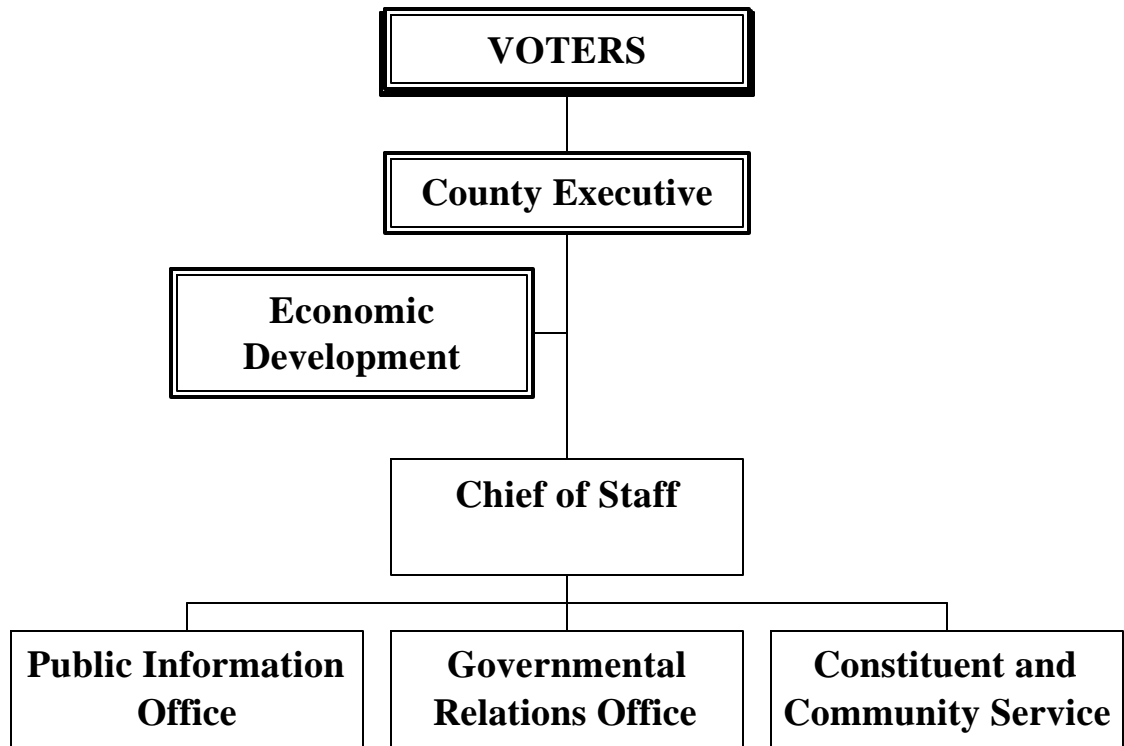
ASSISTANT BUDGET OFFICERS
RAYMOND M. ELWELL
FRED C. LICKTEIG

BUDGET AND MANAGEMENT ANALYSTS

CATHLEEN M. CONLYN
HENRY T. FARRELL, JR.
WAYNE R. GREKSA
CAROLYN P. KIRBY
KURT D. SVENDSEN

ADMINISTRATIVE SUPPORT
PAT BLEVINS

Office of the County Executive



Office of the County Executive

Fiscal Year 2003 Approved Budget

Department Mission:

The County Executive shall be responsible for the proper and efficient administration of such affairs of the County as are placed in the charge or under the jurisdiction and control of the County Executive under the Charter or by law.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$2,050,000	\$2,069,300	\$1,758,000	\$1,758,000
Contractual Services	\$112,400	\$112,400	\$89,000	\$89,000
Supplies & Materials	\$94,900	\$94,900	\$89,000	\$89,000
Business & Travel	\$39,600	\$39,600	\$26,000	\$26,000
Grants, Contributions & Other	\$1,985,000	\$2,015,000	\$2,055,000	\$2,055,000
Total	\$4,281,900	\$4,331,200	\$4,017,000	\$4,017,000

Department Overview:

The Office of the County Executive is responsible for providing management and policy direction for the operation of county government. Specifically, this budget includes governmental relations, human relations, public information, and community services.

In addition, the County's support of the Anne Arundel Economic Development Corporation is funded in this budget.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	18.0	19.0	19.0	16.0	16.0
Management/Professional	8.0	9.0	9.0	7.0	7.0
Total	26.0	28.0	28.0	23.0	23.0

Office of the County Executive

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Executive Office					
Executive Office	\$1,851,800	\$2,199,550	\$2,199,550	\$1,828,000	\$1,828,000
Bureau Total	\$1,851,800	\$2,199,550	\$2,199,550	\$1,828,000	\$1,828,000
Economic Development					
Economic Development	\$2,100,000	\$2,131,650	\$2,131,650	\$2,189,000	\$2,189,000
Bureau Total	\$2,100,000	\$2,131,650	\$2,131,650	\$2,189,000	\$2,189,000
Department Total	\$3,951,800	\$4,331,200	\$4,331,200	\$4,017,000	\$4,017,000

Office of the County Executive

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Executive Office					
Executive Office	25.0	27.0	27.0	22.0	22.0
Bureau Total	25.0	27.0	27.0	22.0	22.0
Economic Development					
Economic Development	1.0	1.0	1.0	1.0	1.0
Bureau Total	1.0	1.0	1.0	1.0	1.0
Department Total	26.0	28.0	28.0	23.0	23.0

Office of the County Executive

Fiscal Year 2003 Approved Budget

Bureau: Executive Office

General Fund

Program: Executive Office

Program Description:

The Executive Office provides coordination and management services to the County Executive. The office is managed by the Chief of Staff and includes secretarial and administrative support.

Community Services is the focal point for communication between local government and the communities of the county, whereby the citizens may become better informed as to the actions and programs of the government and the government may become continuously informed as to the needs and desires of the community.

The Human Relations Office is created to foster, encourage, and guarantee equal treatment to all persons, regardless of race, creed, color, sex, national origin, age, religion, or mental or physical handicap. This office achieves this mission by initiating, receiving, and investigating all complaints of discrimination and advising, recommending, conciliating, and mediating towards a resolution of the complaint.

The Public Information office is responsible for the following functions: media relations, speech writing and editing, ceremonial documents and correspondence, special events, and employee community relations activities.

The Governmental Relations office assists the County Executive in the development and passage of local and state legislation that enables and enhances the operation of county government. The office achieves this mission through a critical review of all proposed legislation by the Legislative Review Committee.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$1,639,600	\$1,947,650	\$1,947,650	\$1,624,000	\$1,624,000
Non-Personal Services	\$212,200	\$251,900	\$251,900	\$204,000	\$204,000
Total	\$1,851,800	\$2,199,550	\$2,199,550	\$1,828,000	\$1,828,000

Highlights of Proposed Budget:

The fiscal year 2003 budget continues funding for the operation of the Office of the County Executive. Five positions are being transferred to the Chief Administrative Office: Human Service Officer, Land Use Officer, Criminal Justice Coordinator, and two support positions.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	17.0	18.0	18.0	15.0	15.0
Management/Professional	8.0	9.0	9.0	7.0	7.0
Total	25.0	27.0	27.0	22.0	22.0

Office of the County Executive

Fiscal Year 2003 Approved Budget

Bureau: Economic Development

General Fund

Program: Economic Development

Program Description:

The Anne Arundel Economic Development Corporation (AAEDC) is a privatized agency of county government responsible for promoting Anne Arundel County as an attractive place for business. In addition to the operating subsidy provided by the county, its non-profit status allows the corporation to receive grants and aid that otherwise would not be available to government agencies.

The Director of Programming, an exempt position in the county system, is the Executive Director of AAEDC and is appointed by the County Executive.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$100,000	\$121,650	\$121,650	\$134,000	\$134,000
Non-Personal Services	\$2,000,000	\$2,010,000	\$2,010,000	\$2,055,000	\$2,055,000
Total	\$2,100,000	\$2,131,650	\$2,131,650	\$2,189,000	\$2,189,000

Highlights of Proposed Budget:

The fiscal year 2003 operating grant to the AAEDC is comprised of the following components: general operating grants (\$375,000), Arundel Business Loan Fund (\$150,000), Anne Arundel Business Training Partnership (\$800,000), transportation initiatives (\$220,000), small business incubator initiative (\$500,000), and the Live Near Your Work matching grant (\$10,000).

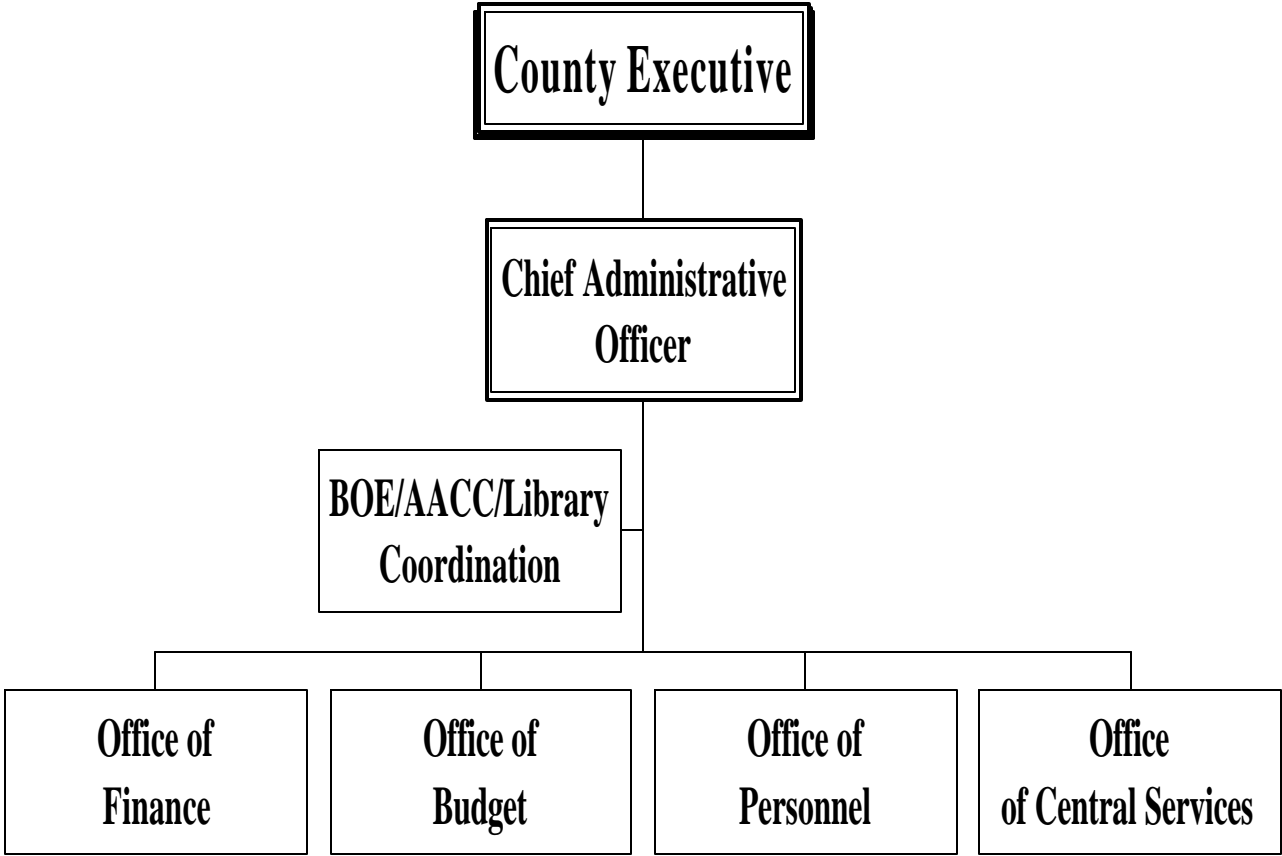
Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Chief Administrative Office



Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Department Mission:

The Chief Administrative Officer is appointed by and is responsible directly to the County Executive. The Chief Administrative Officer shall have supervisory authority over the executive branch offices and departments as provided in Article V of the County Charter, and over other executive offices as the County Executive may direct.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$612,500	\$628,100	\$1,190,000	\$1,190,000
Contractual Services	\$60,000	\$120,000	\$136,000	\$136,000
Supplies & Materials	\$10,000	\$10,000	\$22,000	\$22,000
Business & Travel	\$20,000	\$20,000	\$34,000	\$34,000
Capital Outlay	\$5,000	\$5,000	\$0	\$0
Grants, Contributions & Other	\$6,240,000	\$505,000	\$4,510,000	\$4,510,000
Total	\$6,947,500	\$1,288,100	\$5,892,000	\$5,892,000

Department Overview:

The Chief Administrative Officer has the overall responsibility for the functions performed by the Office of the Budget, Office of Finance, Office of Central Services, and the Office of Personnel. As such, the Chief Administrative Officer is responsible for many of the day to day activities of the county government.

In addition, the office is responsible for the coordination of administrative and financial functions with the independent Board of Education and the boards of trustees of the community college and library.

In fiscal year 2003, the core group positions (Land Use Officer, Human Service Officer, and Criminal Justice Coordinator) are reflected in this budget.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	4.0	4.0	4.0	7.0	7.0
Management/Professional	3.0	3.0	3.0	5.0	5.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	8.0	8.0	8.0	13.0	13.0

Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Chief Administrative Office					
Administration	\$2,532,600	\$1,088,100	\$1,088,100	\$969,000	\$969,000
Land Use	\$200,000	\$200,000	\$200,000	\$376,000	\$376,000
Human Service / Criminal Justice	\$0	\$0	\$0	\$2,297,000	\$2,297,000
Bureau Total	\$2,732,600	\$1,288,100	\$1,288,100	\$3,642,000	\$3,642,000
Contingency					
Unreserved Contingency	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Reserved Contingency	\$0	\$0	\$0	\$1,250,000	\$1,250,000
Bureau Total	\$0	\$0	\$0	\$2,250,000	\$2,250,000
Department Total	\$2,732,600	\$1,288,100	\$1,288,100	\$5,892,000	\$5,892,000

Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Chief Administrative Office					
Administration	5.0	5.0	5.0	5.0	5.0
Land Use	3.0	3.0	3.0	4.0	4.0
Human Service / Criminal Justice	0.0	0.0	0.0	4.0	4.0
Bureau Total	8.0	8.0	8.0	13.0	13.0
Department Total	8.0	8.0	8.0	13.0	13.0

Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Bureau: Chief Administrative Office

General Fund

Program: Administration

Program Description:

The Chief Administrative Officer is appointed by and directly responsible to the County Executive. This position assists the Executive in management planning, organization and control, and in the execution and implementation of management programs and activities.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$367,100	\$490,600	\$490,600	\$506,000	\$506,000
Non-Personal Services	\$2,165,500	\$597,500	\$597,500	\$463,000	\$463,000
Total	\$2,532,600	\$1,088,100	\$1,088,100	\$969,000	\$969,000

Highlights of Proposed Budget:

The fiscal year 2003 operating budget includes funding for the Chief Administrative Officer, Assistant to the Chief Administrative Officer, the Board of Education construction liaison, and support staff.

The proposed budget contains funding for the Tipton Airport Authority (\$180,000) and the reuse of David Taylor (\$200,000). Also included is the continuation of the special projects coordinator (\$60,000).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	4.0	4.0	4.0	4.0	4.0
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	5.0	5.0	5.0	5.0	5.0

Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Bureau: Chief Administrative Office

General Fund

Program: Land Use

Program Description:

This program accounts for the Land Use Officer and three staff members. The Land Use Officer is responsible for coordinating the activities of the Department of Public Works, Office of Planning and Zoning, and the Department of Inspections and Permits. In addition, staff members are assigned special projects in the land use area and are primarily responsible for the dissemination of information on land use issues.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$200,000	\$200,000	\$200,000	\$338,000	\$338,000
Non-Personal Services	\$0	\$0	\$0	\$38,000	\$38,000
Total	\$200,000	\$200,000	\$200,000	\$376,000	\$376,000

Highlights of Proposed Budget:

The proposed budget is \$376,000, an increase of \$176,000. The primary reason for this increase is the transfer of the Land Use Officer and ancillary costs from the budget of the County Executive.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	0.0	0.0	0.0	1.0	1.0
Management/Professional	2.0	2.0	2.0	2.0	2.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	4.0	4.0

Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Bureau: Chief Administrative Office
Program: Human Service / Criminal Justice

General Fund

Program Description:

This program accounts for the operating cost of the Human Service Office and the Criminal Justice Coordinator. In addition, the County's contribution to cultural and human service organizations is included in this budget.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$346,000	\$346,000
Non-Personal Services	\$0	\$0	\$0	\$1,951,000	\$1,951,000
Total	\$0	\$0	\$0	\$2,297,000	\$2,297,000

Highlights of Proposed Budget:

The proposed budget is \$2,297,000. The four positions in this program were previously included in the Office of the County Executive (Human Service Officer, Criminal Justice Coordinator, Management Assistant, and a secretary). Funds are budgeted for the evaluation of criminal justice programs in the County (\$60,000).

Grants are funded at \$1,855,000 (fiscal year 2002 funding was in the Office of the Budget). Major recipients include Economic Opportunity Committee (\$275,000), Anne Arundel Workforce Development Corporation (\$206,000), Cultural Arts Foundation (\$350,000), Arundel Community Development Services (\$175,000), Maryland Hall for the Creative Arts (\$250,000), and the Chesapeake Center for the Creative Arts (\$100,000). A full list of proposed recipients is included in the appendix of volume 1 of the operating budget.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	0.0	0.0	0.0	2.0	2.0
Management/Professional	0.0	0.0	0.0	2.0	2.0
Total	0.0	0.0	0.0	4.0	4.0

Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Bureau: Contingency

General Fund

Program: Unreserved Contingency

Program Description:

This program accounts for those items held in contingency that are not designated for a specific purpose. In general, these funds have been used to cover unforeseen items or snow related expenses.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Total	\$0	\$0	\$0	\$1,000,000	\$1,000,000

Highlights of Proposed Budget:

The fiscal year 2003 unreserved contingency is \$1,000,000 and is consistent with the original fiscal year 2002 budget

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Chief Administrative Officer

Fiscal Year 2003 Approved Budget

Bureau: Contingency

General Fund

Program: Reserved Contingency

Program Description:

The reserved contingency account is used primarily for pay packages that are still being negotiated at the time of budget preparation, pay for performance for non-represented employees, contingencies for price increases, or any other item that the County Executive or County Council deems appropriate.

Funds budgeted in this program can only be transferred to other agencies of County government by ordinance of the County Council.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$0	\$0	\$0	\$1,250,000	\$1,250,000
Total	\$0	\$0	\$0	\$1,250,000	\$1,250,000

Highlights of Proposed Budget:

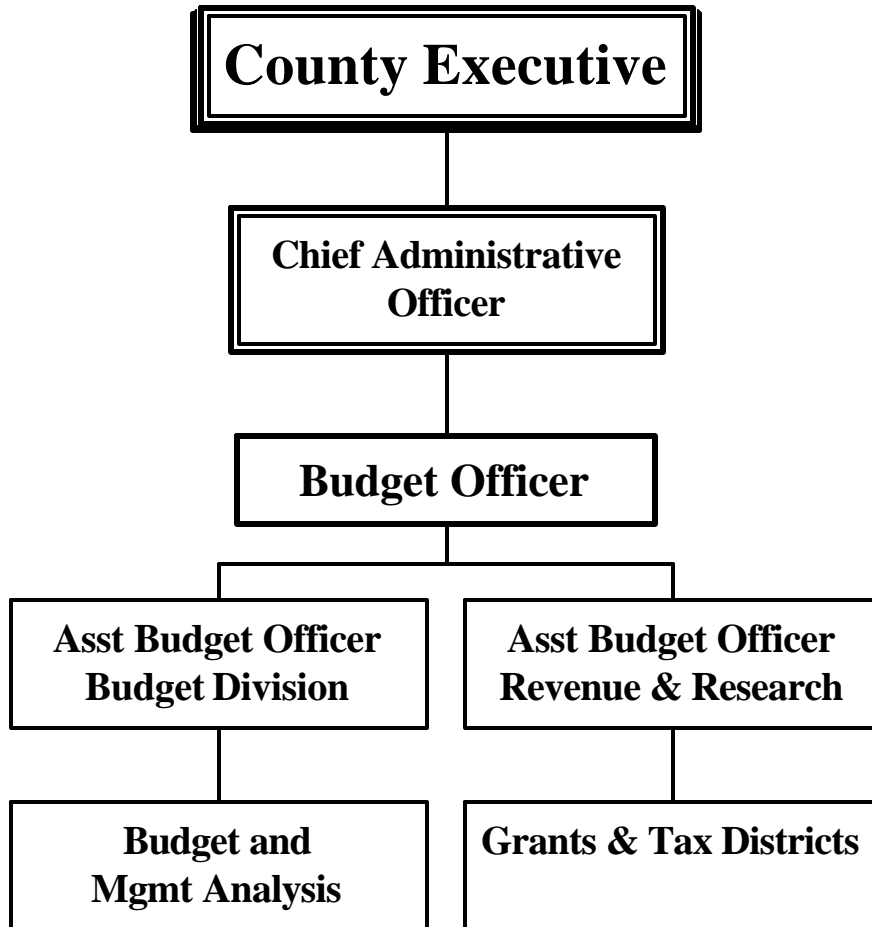
The fiscal year 2003 budget includes funding for the non-represented pay for performance program (\$1,250,000).

The original fiscal year 2002 approved budget contained pay for performance (\$2,500,000), labor agreements still being negotiated (\$350,000), miscellaneous studies contained in the County Executive's supplemental budget (\$600,000), and a contingency for fuel price increases (\$1,285,000).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Budget



Office of the Budget

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Office of the Budget is to provide a comprehensive range of fiscal, revenue and budgetary management, coordination, planning and analysis functions for County government and to provide fiscal, policy, and management advisory services to the County Executive in order to assure that necessary public services are delivered effectively at least possible cost.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$914,000	\$934,400	\$916,000	\$916,000
Contractual Services	\$150,100	\$150,100	\$150,000	\$150,000
Supplies & Materials	\$38,000	\$38,000	\$38,000	\$38,000
Business & Travel	\$21,600	\$21,600	\$21,000	\$21,000
Grants, Contributions & Other	\$2,022,700	\$2,245,900	\$0	\$0
Total	\$3,146,400	\$3,390,000	\$1,125,000	\$1,125,000

Department Overview:

The Office of the Budget is responsible for the analysis, formulation, and control of the annual County operating and capital budgets. It also provides financial planning and management advisory services to the County Executive and to the departments and offices of County government.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Management/Professional	9.0	9.0	9.0	8.0	8.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	10.0	10.0	10.0	9.0	9.0

Office of the Budget

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Administration					
Budget Office Direction	\$203,900	\$320,300	\$320,300	\$343,600	\$343,600
Bureau Total	\$203,900	\$320,300	\$320,300	\$343,600	\$343,600
Budget and Management Analysis					
Capital Budgeting and Program	\$102,700	\$98,200	\$98,200	\$107,100	\$107,100
General Government Budget and Management Analysis	\$198,700	\$188,900	\$188,900	\$129,500	\$129,500
Human Service Budget and Management Analysis	\$74,200	\$70,600	\$70,600	\$72,700	\$72,700
Judicial Branch Budget and Management Analysis	\$42,800	\$40,200	\$40,200	\$44,400	\$44,400
Land Use Budget and Management Analysis	\$101,000	\$95,900	\$95,900	\$106,000	\$106,000
Lifelong Learning Budget and Management Analysis	\$118,800	\$112,500	\$112,500	\$101,800	\$101,800
Public Safety Budget and Management Analysis	\$95,600	\$91,200	\$91,200	\$97,900	\$97,900
Revenue Analysis	\$118,600	\$112,300	\$112,300	\$122,000	\$122,000
Bureau Total	\$852,400	\$809,800	\$809,800	\$781,400	\$781,400
Grants					
Cultural / Arts Grants	\$882,000	\$679,900	\$679,900	\$0	\$0
Operating Support Grants	\$807,100	\$905,000	\$905,000	\$0	\$0
State Bond Bill Match	\$0	\$675,000	\$675,000	\$0	\$0
Bureau Total	\$1,689,100	\$2,259,900	\$2,259,900	\$0	\$0
Department Total	\$2,745,400	\$3,390,000	\$3,390,000	\$1,125,000	\$1,125,000

Office of the Budget

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Administration					
Budget Office Direction	2.0	2.0	2.0	2.1	2.1
Bureau Total	2.0	2.0	2.0	2.1	2.1
Budget and Management Analysis					
Capital Budgeting and Program	0.9	0.9	0.9	0.9	0.9
General Government Budget and Management Analysis	1.9	1.9	1.9	1.2	1.2
Human Service Budget and Management Analysis	0.7	0.7	0.7	0.7	0.7
Judicial Branch Budget and Management Analysis	0.4	0.4	0.4	0.4	0.4
Land Use Budget and Management Analysis	1.0	1.0	1.0	1.0	1.0
Lifelong Learning Budget and Management Analysis	1.0	1.0	1.0	0.8	0.8
Public Safety Budget and Management Analysis	0.9	0.9	0.9	0.9	0.9
Revenue Analysis	1.0	1.0	1.0	1.0	1.0
Bureau Total	7.8	7.8	7.8	6.9	6.9
Grants					
Operating Support Grants	0.2	0.2	0.2	0.0	0.0
Bureau Total	0.2	0.2	0.2	0.0	0.0
Department Total	10.0	10.0	10.0	9.0	9.0

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Administration

General Fund

Program: Budget Office Direction

Program Description:

This division accounts for the Budget Officer and a portion of the activities of the Assistant Budget Officer and Administrative Secretary. Duties of the Budget Officer include overseeing the operation of the Office of the Budget, serving as Chairman of the Investment Committee of the Board of Trustees of the County pension system, serving as a member of the pension system Board of Trustees, and performing all duties delegated by the Chief Administrative Officer and County Executive.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$166,800	\$179,300	\$179,300	\$200,600	\$200,600
Non-Personal Services	\$37,100	\$141,000	\$141,000	\$143,000	\$143,000
Total	\$203,900	\$320,300	\$320,300	\$343,600	\$343,600

Highlights of Proposed Budget:

The proposed budget contains funding for the Budget Officer and support staff. Funding for contractual financial and management studies (\$125,000) is continued in fiscal year 2003.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.1	1.1	1.1	1.1	1.1
Office Support	0.9	0.9	0.9	1.0	1.0
Total	2.0	2.0	2.0	2.1	2.1

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: Capital Budgeting and Program

Program Description:

This division contains the costs associated with the development and monitoring of the County's capital budget and five year capital program. A Senior Budget and Management Analyst is assigned this responsibility, including providing staff services to the Planning Advisory Board.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$84,700	\$90,200	\$90,200	\$98,100	\$98,100
Non-Personal Services	\$18,000	\$8,000	\$8,000	\$9,000	\$9,000
Total	\$102,700	\$98,200	\$98,200	\$107,100	\$107,100

Highlights of Proposed Budget:

The proposed budget reflects normal merit and longevity increases.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.9	0.9	0.9	0.9	0.9
Total	0.9	0.9	0.9	0.9	0.9

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: General Government Budget and Management Analysis

Program Description:

The general government program provides budget and management analysis service to the following executive branch departments: Offices of Law, Central Service, Finance, County Executive, Chief Administrative Officer, and Personnel. In addition, this program represents the cost to provide those same services to the legislative branch and other non-County agencies (Board of License Commissioners, Cooperative Extension Service, Ethics Commission, and Board of Election Supervisors).

This program also provides administrative oversight of special community benefit districts.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$162,500	\$172,900	\$172,900	\$118,500	\$118,500
Non-Personal Services	\$36,200	\$16,000	\$16,000	\$11,000	\$11,000
Total	\$198,700	\$188,900	\$188,900	\$129,500	\$129,500

Highlights of Proposed Budget:

The fiscal year 2003 proposed budget reflects the elimination of one Budget and Management Analyst III position (.7 FTE assigned to this program). All other costs are consistent with prior year.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.9	1.9	1.9	1.2	1.2
Total	1.9	1.9	1.9	1.2	1.2

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: Human Service Budget and Management Analysis

Program Description:

The human service program provides budget and management analysis service to the following departments: Recreation and Parks, Social Services, Health, and Aging.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$60,700	\$64,600	\$64,600	\$66,700	\$66,700
Non-Personal Services	\$13,500	\$6,000	\$6,000	\$6,000	\$6,000
Total	\$74,200	\$70,600	\$70,600	\$72,700	\$72,700

Highlights of Proposed Budget:

The fiscal year 2003 budget continues to fund the portion of a budget and management analyst assigned to these departments.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.7	0.7	0.7	0.7	0.7
Total	0.7	0.7	0.7	0.7	0.7

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: Judicial Branch Budget and Management Analysis

Program Description:

The judicial branch program provides budget and management analysis service to the following agencies: Offices of the State's Attorney and Sheriff, and the Circuit Court for Anne Arundel County.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$35,000	\$37,200	\$37,200	\$40,400	\$40,400
Non-Personal Services	\$7,800	\$3,000	\$3,000	\$4,000	\$4,000
Total	\$42,800	\$40,200	\$40,200	\$44,400	\$44,400

Highlights of Proposed Budget:

This program continues to fund the portion of a Senior Budget and Management Analyst assigned to the agencies in the judicial branch.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.4	0.4	0.4	0.4	0.4
Total	0.4	0.4	0.4	0.4	0.4

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: Land Use Budget and Management Analysis

Program Description:

The land use program provides budget and management analysis service to the following departments of County government: Public Works, Inspections and Permits, and Planning and Zoning.

This program also supports the Utility and Solid Waste enterprise funds.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$82,600	\$87,900	\$87,900	\$97,000	\$97,000
Non-Personal Services	\$18,400	\$8,000	\$8,000	\$9,000	\$9,000
Total	\$101,000	\$95,900	\$95,900	\$106,000	\$106,000

Highlights of Proposed Budget:

The fiscal year 2003 budget continues to fund a Budget and Management Analyst III position.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: Lifelong Learning Budget and Management Analysis

Program Description:

The lifelong learning program provides budget and management analysis service to the following County agencies: Board of Education, Anne Arundel Community College, and the Public Library.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$97,200	\$103,500	\$103,500	\$92,800	\$92,800
Non-Personal Services	\$21,600	\$9,000	\$9,000	\$9,000	\$9,000
Total	\$118,800	\$112,500	\$112,500	\$101,800	\$101,800

Highlights of Proposed Budget:

The fiscal year 2003 budget reflects the deletion of a Budget and Management Analyst III position that provided support to the Public Library. Those duties will be absorbed by another analyst in the department.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	0.8	0.8
Total	1.0	1.0	1.0	0.8	0.8

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: Public Safety Budget and Management Analysis

Program Description:

The public safety program provides budget and management analysis service to the following County departments: Police, Fire, and Detention Center.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$78,200	\$83,200	\$83,200	\$89,900	\$89,900
Non-Personal Services	\$17,400	\$8,000	\$8,000	\$8,000	\$8,000
Total	\$95,600	\$91,200	\$91,200	\$97,900	\$97,900

Highlights of Proposed Budget:

The fiscal year 2003 budget reflects the portions of time of a Budget and Management Analyst III (.5 FTE) and a Senior Budget and Management Analyst (.5 FTE).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.9	0.9	0.9	0.9	0.9
Total	0.9	0.9	0.9	0.9	0.9

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Budget and Management Analysis

General Fund

Program: Revenue Analysis

Program Description:

The revenue analysis program is responsible for projecting and monitoring all of the revenue received by the County. In addition, this unit provides administrative support for the Spending Affordability Committee and develops the tax differential for the City of Annapolis.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$97,000	\$103,300	\$103,300	\$112,000	\$112,000
Non-Personal Services	\$21,600	\$9,000	\$9,000	\$10,000	\$10,000
Total	\$118,600	\$112,300	\$112,300	\$122,000	\$122,000

Highlights of Proposed Budget:

The fiscal year 2003 budget continues funding for an Assistant Budget Officer.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Grants

General Fund

Program: Cultural / Arts Grants

Program Description:

This program reflects the County's grant contribution to various organizations that provide services to the citizens of Anne Arundel County that are not already provided by a County agency or are in support of the mission of a County agency.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$882,000	\$679,900	\$679,900	\$0	\$0
Total	\$882,000	\$679,900	\$679,900	\$0	\$0

Highlights of Proposed Budget:

This program has been moved to the Chief Administrative Officer in fiscal year 2003.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Grants

General Fund

Program: Operating Support Grants

Program Description:

This program reflects operating support for privatized County agencies (Anne Arundel Workforce Development and Arundel Community Development Services) and those non-profit organizations that provide services to the citizens of Anne Arundel County.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$13,200	\$14,000	\$14,000	\$0	\$0
Non-Personal Services	\$793,900	\$891,000	\$891,000	\$0	\$0
Total	\$807,100	\$905,000	\$905,000	\$0	\$0

Highlights of Proposed Budget:

This program has been moved to the Chief Administrative Officer in fiscal year 2003.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.1	0.1	0.1	0.0	0.0
Office Support	0.1	0.1	0.1	0.0	0.0
Total	0.2	0.2	0.2	0.0	0.0

Office of the Budget

Fiscal Year 2003 Approved Budget

Bureau: Grants

General Fund

Program: State Bond Bill Match

Program Description:

The program reflects the County's cost to match State bond bills.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$0	\$675,000	\$675,000	\$0	\$0
Total	\$0	\$675,000	\$675,000	\$0	\$0

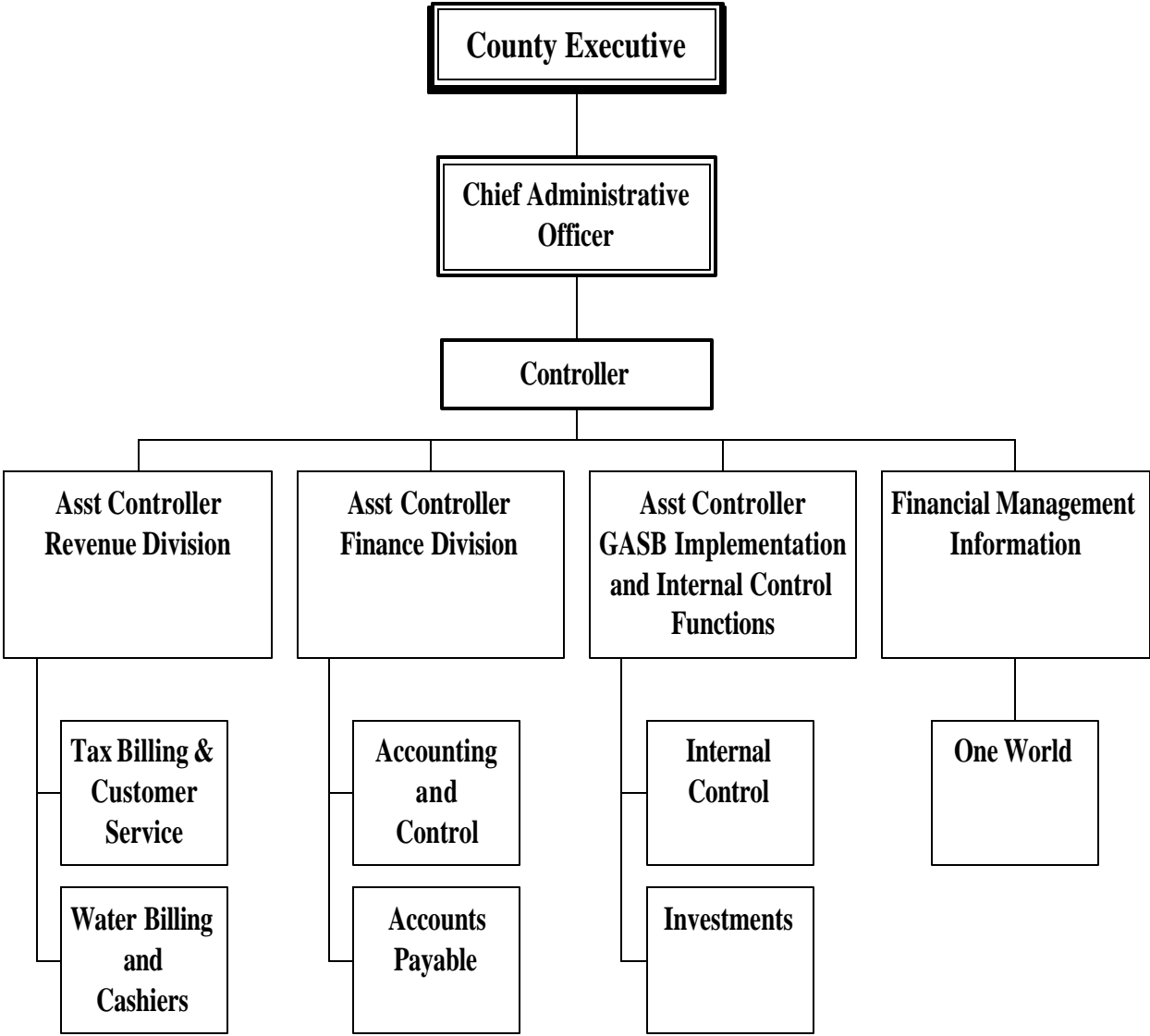
Highlights of Proposed Budget:

This program has been moved to the Chief Administrative Officer in fiscal year 2003.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance



Office of Finance

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Office of Finance is to provide a comprehensive range of financial services for the County Executive and her offices and departments in order to assure that necessary public services are delivered efficiently and at the least possible cost. These services include financial accounting, reporting and oversight, tax and utility billing, revenue collection, accounts payable, and investments.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$3,972,700	\$4,079,800	\$4,194,300	\$4,194,300
Contractual Services	\$796,800	\$781,800	\$498,500	\$478,500
Supplies & Materials	\$427,600	\$427,600	\$443,900	\$443,900
Business & Travel	\$61,400	\$61,400	\$60,800	\$60,800
Capital Outlay	\$7,500	\$7,500	\$8,000	\$8,000
Debt Service	\$34,045,000	\$32,945,000	\$36,103,600	\$36,103,600
Grants, Contributions & Other	\$50,228,000	\$51,578,000	\$22,219,000	\$22,069,000
Total	\$89,539,000	\$89,881,100	\$63,528,100	\$63,358,100

Department Overview:

The Office of Finance consists of the following units:

Accounting and Control - This unit's responsibilities include general cost and grant accounting services. It also administers the financial affairs of the county including collection of taxes, fees, fines, and other revenues, as well as cash and debt management and bond issuance. It also administers the financial system, prepares reports, and administers grants and capital projects. The unit also approves and coordinates letters of credit for other county departments and invests county funds on a short-term basis.

Billings and Customer Service - This unit provides tax billing and collection, water and wastewater billing, customer service, and collects various fees, including front foot assessments, installment agreement bills, and license and permit fees.

Operations - The Operations Unit provides accounts payable functions. It also processes all county payments to vendors.

The overall Office of Finance budget includes Debt Service and Mandated Grants and Pay-As-You-Go funds for budget documentation purposes.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Management/Professional	38.6	40.6	40.6	40.6	40.6
Technical	1.0	1.0	1.0	1.0	1.0
Office Support	34.2	35.2	35.2	35.2	35.2
Total	74.8	77.8	77.8	77.8	77.8

Office of Finance

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Direction					
Controller's Office	\$149,800	\$188,000	\$190,700	\$189,000	\$189,000
Bureau Total	\$149,800	\$188,000	\$190,700	\$189,000	\$189,000
Accounting and Control					
Cash Management	\$113,100	\$141,600	\$142,300	\$139,000	\$139,000
Debt Management	\$46,200	\$59,100	\$54,500	\$60,000	\$60,000
Financial Accounting and Reporting	\$1,359,200	\$1,692,400	\$1,683,700	\$1,642,300	\$1,632,300
Grants Management	\$61,500	\$77,600	\$78,800	\$77,400	\$77,400
Bureau Total	\$1,580,000	\$1,970,700	\$1,959,300	\$1,918,700	\$1,908,700
Billings and Customer Service					
Cashier Operations	\$399,500	\$449,900	\$448,700	\$483,700	\$483,700
Customer Service	\$670,400	\$769,300	\$755,200	\$789,100	\$789,100
Revenue Collection Administration	\$232,200	\$261,100	\$261,700	\$277,500	\$277,500
Tax Billing	\$753,800	\$852,200	\$837,400	\$881,400	\$871,400
Utility Billing	\$576,100	\$651,900	\$639,300	\$666,100	\$666,100
Bureau Total	\$2,632,000	\$2,984,400	\$2,942,300	\$3,097,800	\$3,087,800
Department Total	\$4,361,800	\$5,143,100	\$5,092,300	\$5,205,500	\$5,185,500

Office of Finance

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Direction					
Controller's Office	2.0	2.0	2.0	2.0	2.0
Bureau Total	2.0	2.0	2.0	2.0	2.0
Accounting and Control					
Cash Management	1.1	1.1	1.1	1.1	1.1
Debt Management	0.7	0.7	0.7	0.7	0.7
Financial Accounting and Reporting	22.6	24.6	24.6	24.6	24.6
Grants Management	1.2	1.2	1.2	1.2	1.2
Bureau Total	25.6	27.6	27.6	27.6	27.6
Billings and Customer Service					
Cashier Operations	9.0	9.0	9.0	9.0	9.0
Customer Service	14.7	15.7	15.7	15.7	15.7
Revenue Collection Administration	5.0	4.0	4.0	4.0	4.0
Tax Billing	11.0	11.0	11.0	11.0	11.0
Utility Billing	7.5	8.5	8.5	8.5	8.5
Bureau Total	47.2	48.2	48.2	48.2	48.2
Department Total	74.8	77.8	77.8	77.8	77.8

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Direction

General Fund

Program: Controller's Office

Program Description:

This program includes the overall management of the Office of Finance, including planning, organizing, directing and controlling activities in revenue collection, cash management, debt management, accounts payable, and financial accounting and reporting programs. The program accounts for the Controller, a portion of the activities of three Assistant Controllers and an Administrative Secretary. The Controller also serves on the County Pension System Board of Trustees and the County Self-Insurance Committee.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$143,500	\$180,600	\$183,500	\$181,600	\$181,600
Non-Personal Services	\$6,300	\$7,400	\$7,200	\$7,400	\$7,400
Total	\$149,800	\$188,000	\$190,700	\$189,000	\$189,000

Highlights of Proposed Budget:

No new programs or personnel.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	2.0	2.0	2.0	2.0	2.0

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Accounting and Control

General Fund

Program: Cash Management

Program Description:

Accounts for the Investment Manager. Duties include investing excess public funds in a manner which will provide the highest investment return with maximum safety while meeting daily cash flow requirements and conforming to all state and local statutes governing the investment of public funds. In addition, commercial paper, letters of credit and financial activities related to the agricultural easements are administered in this program.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$56,900	\$54,600	\$72,900	\$78,300	\$78,300
Non-Personal Services	\$56,200	\$87,000	\$69,400	\$60,700	\$60,700
Total	\$113,100	\$141,600	\$142,300	\$139,000	\$139,000

Highlights of Proposed Budget:

No new programs or personnel.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.1	1.1	1.1	1.1	1.1
Total	1.1	1.1	1.1	1.1	1.1

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Accounting and Control

General Fund

Program: Debt Management

Program Description:

Accounts for the activities of the Cash and Debt Manager and a portion of the activities of the Finance Grants Administrator. Duties include maintenance of the county's debt database, reporting of long-term debt, administration of debt service payments, preparing the budget for debt, preparing preliminary and final official statements in connection with the issuance of debt and continuing disclosure statements.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$40,500	\$51,200	\$52,000	\$52,100	\$52,100
Non-Personal Services	\$5,700	\$7,900	\$2,500	\$7,900	\$7,900
Total	\$46,200	\$59,100	\$54,500	\$60,000	\$60,000

Highlights of Proposed Budget:

No new programs or personnel.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.7	0.7	0.7	0.7	0.7
Total	0.7	0.7	0.7	0.7	0.7

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Accounting and Control

General Fund

Program: Financial Accounting and Reporting

Program Description:

Accounts for processing of all payments by the County, reconciliation of bank accounts, timely and accurate recording of financial transactions, preparation of financial reports in conformity with Generally Accepted Accounting Principals (GAAP) and maintaining and upgrading the county's financial management information system.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$1,114,700	\$1,431,200	\$1,433,500	\$1,415,400	\$1,415,400
Non-Personal Services	\$244,500	\$261,200	\$250,200	\$226,900	\$216,900
Total	\$1,359,200	\$1,692,400	\$1,683,700	\$1,642,300	\$1,632,300

Highlights of Proposed Budget:

No new programs or personnel are included in the approved budget.

Funding is provided for the implementation of the OneWorld Fixed Asset Module included, as well as new software for the 1099 program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	17.6	18.6	18.6	18.6	18.6
Office Support	5.0	6.0	6.0	6.0	6.0
Total	22.6	24.6	24.6	24.6	24.6

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Accounting and Control

General Fund

Program: Grants Management

Program Description:

Monitors and accounts for grants received by the county to assure proper reimbursements are collected, and prepares and submits reports required for receipt of these grants.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$59,500	\$75,400	\$76,500	\$75,200	\$75,200
Non-Personal Services	\$2,000	\$2,200	\$2,300	\$2,200	\$2,200
Total	\$61,500	\$77,600	\$78,800	\$77,400	\$77,400

Highlights of Proposed Budget:

No new programs or personnel; costs do not include grant administrators in any department besides Finance

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.2	1.2	1.2	1.2	1.2
Total	1.2	1.2	1.2	1.2	1.2

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Billings and Customer Service

General Fund

Program: Cashier Operations

Program Description:

Operations collect the vast majority of all county funds. They control all deposits of county collections, manage lockbox operations and the county mass payment program. In addition to the main office in Annapolis, the cashiers' operate satellite office locations in the Heritage Office Complex and in Glen Burnie. This function comprises a total of 9 positions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$345,800	\$388,500	\$391,100	\$421,600	\$421,600
Non-Personal Services	\$53,700	\$61,400	\$57,600	\$62,100	\$62,100
Total	\$399,500	\$449,900	\$448,700	\$483,700	\$483,700

Highlights of Proposed Budget:

No new programs or personnel are included in the approved budget.

Funds are provided for an increase in capital outlay to replace cash station validators which are becoming too costly to repair.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	5.0	5.0	5.0	5.0	5.0
Office Support	4.0	4.0	4.0	4.0	4.0
Total	9.0	9.0	9.0	9.0	9.0

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Billings and Customer Service

General Fund

Program: Customer Service

Program Description:

Responsible for all telephone, written and in-person communications with regard to all county billing and collections. In addition, Customer Service educates the public regarding eligible credit programs, available services, as well as identification and re mediation of utility tax, waste collection and related problems. Additional services provided includes recordation of deeds, prior to property transfers, preparation of Lien Certificates and support to title and mortgage companies. This unit is made-up of a staff of 15.7 positions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$616,700	\$707,900	\$697,600	\$726,700	\$726,700
Non-Personal Services	\$53,700	\$61,400	\$57,600	\$62,400	\$62,400
Total	\$670,400	\$769,300	\$755,200	\$789,100	\$789,100

Highlights of Proposed Budget:

No new programs or personnel are included in the approved budget.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.5	1.5	1.5	1.5	1.5
Office Support	13.2	14.2	14.2	14.2	14.2
Total	14.7	15.7	15.7	15.7	15.7

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Utility Usage bills and delinquent notices	504,077.0	513,902.0	525,000.0	536,000.0
Front Foot and Capital Facility Assessments Bil	44,854.0	42,876.0	44,200.0	43,800.0

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Billings and Customer Service

General Fund

Program: Revenue Collection Administration

Program Description:

Provides management and information service functions to support the entire Billing and Customer Service Operations. They provide back up, personnel management, and act as a liaison with other county agencies, the public, County Council and the County Executive. This function includes 4 positions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$216,300	\$243,000	\$244,700	\$258,900	\$258,900
Non-Personal Services	\$15,900	\$18,100	\$17,000	\$18,600	\$18,600
Total	\$232,200	\$261,100	\$261,700	\$277,500	\$277,500

Highlights of Proposed Budget:

No new programs or personnel are included in the approved budget.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Technical	1.0	1.0	1.0	1.0	1.0
Office Support	2.0	1.0	1.0	1.0	1.0
Total	5.0	4.0	4.0	4.0	4.0

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Billings and Customer Service

General Fund

Program: Tax Billing

Program Description:

Provides real and personal property tax billing for 200,000 accounts. In addition, the section bills and collects taxes for the State, two municipalities and numerous special community benefit districts. Tax billing operation also bills for County Waste Collection Fees and Local Sales and Use Taxes as well as administers various property tax credit programs including County and State Homeowner and Homestead Credits. Management of tax sales, bankruptcy administration, debt collection, and sales tax audits are functions handled by this section consisting of 11 professional and clerical positions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$493,300	\$554,300	\$558,100	\$580,100	\$580,100
Non-Personal Services	\$260,500	\$297,900	\$279,300	\$301,300	\$291,300
Total	\$753,800	\$852,200	\$837,400	\$881,400	\$871,400

Highlights of Proposed Budget:

No new programs or personnel are included in the approved budget. The only major increase is in postage due to increase in postal rates.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	7.0	7.0	7.0	7.0	7.0
Office Support	4.0	4.0	4.0	4.0	4.0
Total	11.0	11.0	11.0	11.0	11.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Real Property Tax Bills	203,830.0	206,879.0	210,000.0	213,000.0
Personal Property Tax Bills	23,454.0	24,896.0	25,200.0	26,000.0

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Billings and Customer Service

General Fund

Program: Utility Billing

Program Description:

Bills and collects for water and wastewater services for 120,000 customers, as well as front foot, capital facility assessments and installment agreements. This unit is supported by 8.5 employees and also is responsible for utility delinquent account collection, service disconnection and reconnecting, commercial surcharge administration, utility allocation, billing and management of utility credit programs.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$349,800	\$393,000	\$395,700	\$404,500	\$404,500
Non-Personal Services	\$226,300	\$258,900	\$243,600	\$261,600	\$261,600
Total	\$576,100	\$651,900	\$639,300	\$666,100	\$666,100

Highlights of Proposed Budget:

No new programs or personnel are included in the approved budget. The only major increase is in postage due to increase in postal rates.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.5	2.5	2.5	2.5	2.5
Office Support	6.0	6.0	6.0	6.0	6.0
Total	7.5	8.5	8.5	8.5	8.5

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Utility Usage bills and delinquent notices	504,077.0	513,902.0	525,000.0	536,000.0
Front Foot and Capital Facility Assessments Bil	44,854.0	42,876.0	44,200.0	43,800.0

Debt Service and Mandated Grants

Fiscal Year 2003 Approved Budget

Department Mission:

The Debt Service and Mandated Grants budget includes funds for principal and interest payments on county bonds and short-term commercial borrowing, in addition to funds for other costs related to county debt issuance.

Debt Service also includes an annual payment to the State of Maryland for the county's state pension liability for employees and retirees who were either members of the State Retirement System before 1969 or who remained in the state system after 1969.

Mandated Grants provides for the following payments to the City of Annapolis: (1) the city's share of sales tax revenues; (2) a state mandated payment representing financial institutions' revenues; and (3) Annapolis' shares of state 911 Trust Fund payments and Fire Protection Aid. It also funds an interfund reimbursement to the Utilities Fund for sludge removal from the Lake Shore school complex due a failing septic system.

Mandated Grants also includes contributions to the Economic Development Fund and the Conference and Visitors Fund, representing their respective 7% shares of hotel and motel sales taxes.

Department Overview:

The approved amounts are in accordance with required amounts.

Debt Service and Mandated Grants

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Debt Service					
Debt Service	\$33,976,835	\$35,243,000	\$34,132,700	\$37,136,600	\$37,136,600
Bureau Total	\$33,976,835	\$35,243,000	\$34,132,700	\$37,136,600	\$37,136,600
Mandated Grants					
Pass-Thru Revenues to the City of Annapolis	\$649,776	\$669,000	\$677,000	\$694,000	\$694,000
Payments to Other Funds	\$8,124,259	\$2,476,000	\$2,370,000	\$2,992,000	\$2,992,000
Bureau Total	\$8,774,035	\$3,145,000	\$3,047,000	\$3,686,000	\$3,686,000
Department Total	\$42,750,870	\$38,388,000	\$37,179,700	\$40,822,600	\$40,822,600

Debt Service and Mandated Grants

Fiscal Year 2003 Approved Budget

Bureau: Debt Service

General Fund

Program: Debt Service

Program Description:

This program provides funds for principal and interest payments on county bonds and short-term commercial borrowing. It also includes funds for other costs related to county debt issuance. The program also includes an annual payment of the State of Maryland for the county's state pension liability for employees and retirees who were either members of the State Retirement System before 1969 or who remained in the state system after 1969.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$33,976,835	\$35,243,000	\$34,132,700	\$37,136,600	\$37,136,600
Total	\$33,976,835	\$35,243,000	\$34,132,700	\$37,136,600	\$37,136,600

Highlights of Proposed Budget:

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Debt Service and Mandated Grants

Fiscal Year 2003 Approved Budget

Bureau: Mandated Grants

General Fund

Program: Pass-Thru Revenues to the City of Annapolis

Program Description:

This program provides for the following payments to the City of Annapolis: (1) the city's share of sales tax revenues; (2) a state mandated payment representing financial institutions' revenues; and (3) Annapolis' shares of state 911 Trust Fund payments and Fire Protection Aid.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$649,776	\$669,000	\$677,000	\$694,000	\$694,000
Total	\$649,776	\$669,000	\$677,000	\$694,000	\$694,000

Highlights of Proposed Budget:

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Debt Service and Mandated Grants

Fiscal Year 2003 Approved Budget

Bureau: Mandated Grants

General Fund

Program: Payments to Other Funds

Program Description:

This program provides for an interfund reimbursement to the Utilities Fund for sludge removal from the Lake Shore school complex due a failing septic system. It also includes contributions to the Economic Development Fund and the Conference and Visitors Fund, representing their respective 7% shares of hotel and motel sales taxes.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$8,124,259	\$2,476,000	\$2,370,000	\$2,992,000	\$2,992,000
Total	\$8,124,259	\$2,476,000	\$2,370,000	\$2,992,000	\$2,992,000

Highlights of Proposed Budget:

Funds that were provided in FY2002 for a transfer to the Mail Room of the Central Stores fund are not carried forward to FY2003 due to the fund's termination. This represents a \$800,000 decrease from FY2002.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Pay-As-You-Go

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Pay-As-You-Go					
Pay-As-You-Go	\$48,200,000	\$46,350,000	\$46,100,000	\$17,500,000	\$17,350,000
Bureau Total	\$48,200,000	\$46,350,000	\$46,100,000	\$17,500,000	\$17,350,000
Department Total	\$48,200,000	\$46,350,000	\$46,100,000	\$17,500,000	\$17,350,000

Pay-As-You-Go

Fiscal Year 2003 Approved Budget

Bureau: Pay-As-You-Go

General Fund

Program: Pay-As-You-Go

Program Description:

Pay-As-You-Go is utilized in lieu of bond sale proceeds to pay for various capital improvement projects. The result is substantial savings over issuing additional bonded indebtedness. Some projects mandate pay-as-you-go funding because they are not eligible for bond funding.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$48,200,000	\$46,350,000	\$46,100,000	\$17,500,000	\$17,350,000
Total	\$48,200,000	\$46,350,000	\$46,100,000	\$17,500,000	\$17,350,000

Highlights of Proposed Budget:

A complete listing of pay-as-you-go funded capital projects is contained in Volume 1 of the operating budget.

Highlights of Approved Budget:

The County Council reduced fiscal year 2003 pay-as-you-go funding to the capital budget by \$150,000. These funds were added to the Board of Education operating budget for the expressed purpose of providing air conditioning in all elementary schools.

Office of Finance

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Arundel Mills Tax Increment Fu					
Arundel Mills Tax Increment Fund	\$2,117,662	\$3,298,000	\$3,298,000	\$2,376,000	\$2,376,000
Bureau Total	\$2,117,662	\$3,298,000	\$3,298,000	\$2,376,000	\$2,376,000
Farmington Village Special Tax					
Farmington Village Special Taxing District	\$397,646	\$462,000	\$462,000	\$471,000	\$471,000
Bureau Total	\$397,646	\$462,000	\$462,000	\$471,000	\$471,000
Nursery Road Tax Increment Fun					
Nursery Road Tax Increment Fund	\$1,708,578	\$1,864,000	\$1,864,000	\$2,375,000	\$2,375,000
Bureau Total	\$1,708,578	\$1,864,000	\$1,864,000	\$2,375,000	\$2,375,000
Parole Tax Increment Fund					
Parole Tax Increment Fund	\$855,783	\$1,128,000	\$1,128,000	\$1,914,000	\$1,914,000
Bureau Total	\$855,783	\$1,128,000	\$1,128,000	\$1,914,000	\$1,914,000
West County Tax Increment Fund					
West County Tax Increment Fund	\$472,795	\$1,191,000	\$1,191,000	\$739,000	\$739,000
Bureau Total	\$472,795	\$1,191,000	\$1,191,000	\$739,000	\$739,000
National Business Park Special Taxing					
National Business Park Special Taxing District	\$0	\$0	\$0	\$434,000	\$434,000
Bureau Total	\$0	\$0	\$0	\$434,000	\$434,000
Park Place Tax Increment Fund					
Park Place Tax Increment District	\$0	\$0	\$0	\$5,000	\$5,000
Bureau Total	\$0	\$0	\$0	\$5,000	\$5,000
Department Total	\$5,552,464	\$7,943,000	\$7,943,000	\$8,314,000	\$8,314,000

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Arundel Mills Tax Increment Fu

Tax Increment and Special Taxing Districts

Program: Arundel Mills Tax Increment Fund

Program Description:

The Arundel Mills Tax Increment Fund was established in 1998 to provide funding for the Arundel Mills Development District. Funds come from real property tax revenues from properties within the district whose assessable base exceeds that which existed on January 1, 1997.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$2,117,662	\$3,298,000	\$3,298,000	\$2,376,000	\$2,376,000
Total	\$2,117,662	\$3,298,000	\$3,298,000	\$2,376,000	\$2,376,000

Highlights of Proposed Budget:

These funds primarily represent principal and interest payments and also include administrative expenses.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Farmington Village Special Tax

Tax Increment and Special Taxing Districts

Program: Farmington Village Special Taxing District

Program Description:

The Farmington Village Special Taxing District Fund was established to receive funds from the Farmington Village Special Taxing District.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$397,646	\$462,000	\$462,000	\$471,000	\$471,000
Total	\$397,646	\$462,000	\$462,000	\$471,000	\$471,000

Highlights of Proposed Budget:

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Nursery Road Tax Increment Fun

Tax Increment and Special Taxing Districts

Program: Nursery Road Tax Increment Fund

Program Description:

The Nursery Road Tax Increment Fund was established in 1984 to provide funding for the Nursery Road Development District. Funds come from real property tax revenues from properties within the district whose assessable base exceeds that which existed on January 1, 1983. The district's debt will be retired in FY2007.

Revenues over and above debt service requirements are transferred to the General Fund.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$1,708,578	\$1,864,000	\$1,864,000	\$2,375,000	\$2,375,000
Total	\$1,708,578	\$1,864,000	\$1,864,000	\$2,375,000	\$2,375,000

Highlights of Proposed Budget:

These funds represent principal and interest payments and a transfer to the General Fund.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Parole Tax Increment Fund

Tax Increment and Special Taxing Districts

Program: Parole Tax Increment Fund

Program Description:

The Parole Tax Increment Fund was established in 1999 to provide funding for the Parole Development District. Funds come from real property tax revenues from properties within the district whose assessable base exceeds that which existed on January 1, 1999.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$855,783	\$1,128,000	\$1,128,000	\$1,914,000	\$1,914,000
Total	\$855,783	\$1,128,000	\$1,128,000	\$1,914,000	\$1,914,000

Highlights of Proposed Budget:

The amount budgeted consists of the estimated incremental property tax revenues for properties in the district that exceeds the amount realized over and above the base year amount.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: West County Tax Increment Fund

Tax Increment and Special Taxing Districts

Program: West County Tax Increment Fund

Program Description:

The West County Tax Increment Fund was established in 1997 to provide funding for the West County Development District. Funds come from real property tax revenues from properties within the district whose assessable base exceeds that which existed on January 1, 1996.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$472,795	\$1,191,000	\$1,191,000	\$739,000	\$739,000
Total	\$472,795	\$1,191,000	\$1,191,000	\$739,000	\$739,000

Highlights of Proposed Budget:

The amount budgeted consists of the estimated incremental property tax revenues for properties in the district that exceeds the amount realized over and above the base year amount.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: National Business Park Special
Taxing District

Tax Increment and Special Taxing Districts

Program: National Business Park Special Taxing District

Program Description:

The National Business Special Taxing District Fund was established to receive funds from the National Business Park Special Taxing District. The district is the same as the West County Tax Increment District.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$0	\$0	\$0	\$434,000	\$434,000
Total	\$0	\$0	\$0	\$434,000	\$434,000

Highlights of Proposed Budget:

A special tax will be levied in FY2003 to meet debt service requirements.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: Park Place Tax Increment Fund

Tax Increment and Special Taxing Districts

Program: Park Place Tax Increment District

Program Description:

The Park Place Tax Increment Fund was established in 2001 to provide funding for the Park Place Development District in the City of Annapolis. Funds come from real property tax revenues from properties within the district whose assessable base exceeds that which existed on January 1, 2000.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$0	\$0	\$0	\$5,000	\$5,000
Total	\$0	\$0	\$0	\$5,000	\$5,000

Highlights of Proposed Budget:

The amount budgeted consists of the estimated incremental property tax revenues for properties in the district that exceeds the amount realized over and above the base year amount.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Finance

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
IPA Fund					
IPA Fund	\$0	\$1,637,000	\$1,637,000	\$2,039,000	\$2,039,000
Bureau Total	\$0	\$1,637,000	\$1,637,000	\$2,039,000	\$2,039,000
Department Total	\$0	\$1,637,000	\$1,637,000	\$2,039,000	\$2,039,000

Office of Finance

Fiscal Year 2003 Approved Budget

Bureau: IPA Fund

IPA Fund

Program: IPA Fund

Program Description:

The Installment Purchase Agreement ("IPA") Fund is a debt service fund which was established in FY2001 to account for the accumulation of resources for and the payment of principal and interest costs associated with IPAs. These IPA agreements represent the the negotiated price, less any cash payments made at settlement, for easements on agricultural land in the County.

Resources are provided to this Fund on an annual basis through a transfer of funds from the General Fund. Current policy is to limit the amount of annual debt service to \$2 million. Presently, these funds are used primarily to purchase zero coupon bonds which are used to defease the principal portion of the IPA debt.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$0	\$1,637,000	\$1,637,000	\$2,039,000	\$2,039,000
Total	\$0	\$1,637,000	\$1,637,000	\$2,039,000	\$2,039,000

Highlights of Proposed Budget:

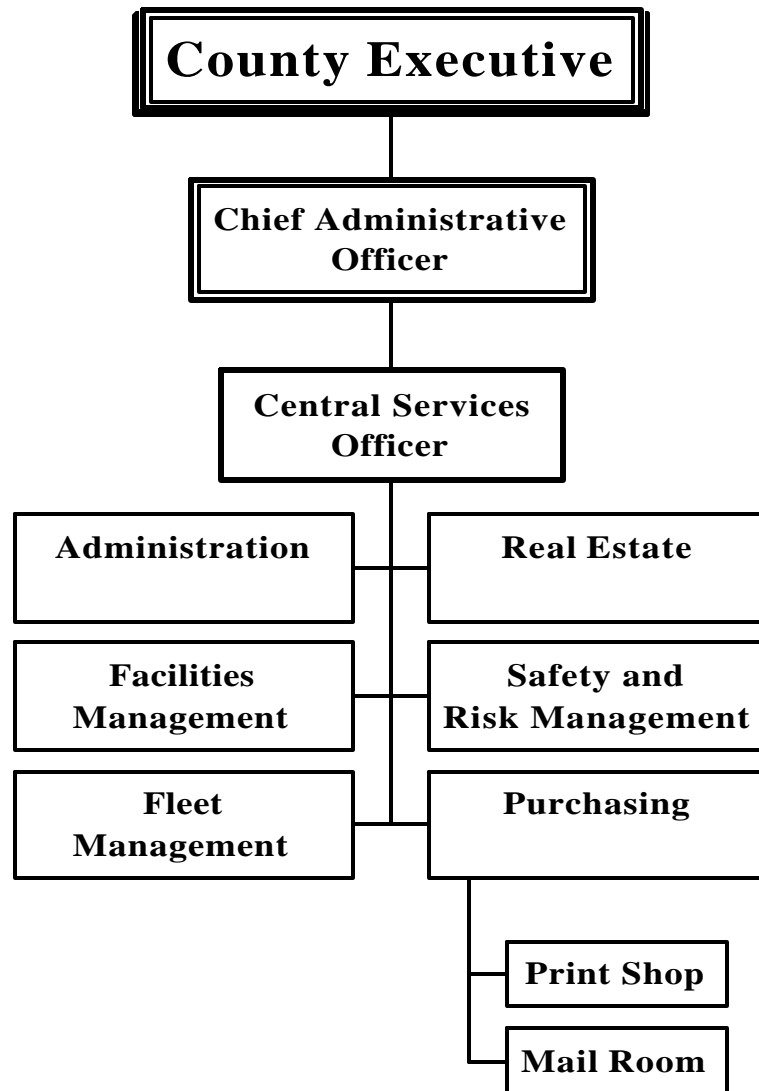
Funds are expected to be used during FY2003 in the following manner:

- (1) The purchase of zero coupon bonds (\$1,656,000), the maturity value of which will represent the value of \$8 million, less an assumed 10% cash payment at settlement, of easements expected to be purchased during the year.
- (2) The payment of principle and interest (\$283,000) on existing IPAs.
- (3) Administrative costs (\$100,000)

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Central Services



Office of Central Services

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Office of Central Services is to provide efficient and cost-effective services to county operating departments so that they can provide their services to the citizens of Anne Arundel County. This support consists of centralized purchasing, risk management - insurance and safety, facilities (buildings) maintenance and management, fleet maintenance and management, data processing services, telecommunications and real estate management.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$10,169,400	\$10,427,100	\$6,602,600	\$6,602,600
Contractual Services	\$12,703,700	\$14,330,700	\$13,049,500	\$12,959,500
Supplies & Materials	\$904,700	\$904,700	\$916,300	\$916,300
Business & Travel	\$152,500	\$165,500	\$66,300	\$66,300
Capital Outlay	\$3,624,900	\$3,662,900	\$108,500	\$108,500
Grants, Contributions & Other	\$737,300	\$737,300	\$808,900	\$808,900
Total	\$28,292,500	\$30,228,200	\$21,552,100	\$21,462,100

Department Overview:

The FY2003 Proposed Budget funds a new Department of Information Technology (DoIT). Accordingly, information services and telecommunications functions formerly overseen by this office have been transferred to this new department. The Office of Central Services will, however, continue to oversee the operation of the County Operator Program.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Management/Professional	106.0	111.0	112.0	47.0	47.0
Technical	73.5	73.5	73.5	74.5	74.5
Office Support	18.0	18.0	17.0	16.0	16.0
Total	198.5	203.5	203.5	138.5	138.5

Office of Central Services
Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Administration					
Central Services Direction	\$310,443	\$432,000	\$285,900	\$391,500	\$391,500
Bureau Total	\$310,443	\$432,000	\$285,900	\$391,500	\$391,500
Purchasing					
Purchasing Administration	\$240,947	\$285,290	\$267,890	\$305,300	\$305,300
Service & Commodity Buyers	\$669,644	\$752,445	\$733,239	\$765,800	\$765,800
Capital Purchases	\$149,106	\$157,890	\$163,501	\$187,900	\$187,900
Minority Business Enterprise	\$56,542	\$59,862	\$62,885	\$74,600	\$74,600
One World Administration	\$70,536	\$74,713	\$77,977	\$88,400	\$88,400
Mail services	\$0	\$0	\$0	\$563,100	\$563,100
Bureau Total	\$1,186,775	\$1,330,200	\$1,305,492	\$1,985,100	\$1,985,100
Risk Management					
Commercial Insurance Payments	\$172,922	\$405,000	\$205,600	\$395,000	\$395,000
General Fund Contribution to SIF	\$3,007,346	\$4,197,000	\$4,197,000	\$5,119,500	\$5,119,500
Bureau Total	\$3,180,268	\$4,602,000	\$4,402,600	\$5,514,500	\$5,514,500
Facilities					
Facilities Mgt Administration	\$637,082	\$670,200	\$698,000	\$666,900	\$666,900
Utility Payment Management	\$4,415,380	\$4,604,500	\$4,653,800	\$4,818,100	\$4,768,100
Maintenance contract management	\$1,255,336	\$1,295,800	\$1,356,100	\$1,340,900	\$1,340,900
Capital project/ Engineering	\$478,210	\$495,660	\$347,000	\$479,800	\$479,800
Construction Crew	\$317,669	\$339,340	\$346,440	\$341,600	\$341,600
Facilities Maintenance	\$2,282,231	\$2,978,780	\$2,411,720	\$2,537,100	\$2,537,100
Horticultural crew	\$513,750	\$541,900	\$536,500	\$561,000	\$561,000
Custodial Services	\$1,517,663	\$1,608,280	\$1,609,800	\$1,785,900	\$1,785,900
Security	\$446,344	\$485,640	\$469,640	\$484,700	\$444,700
Fixed Assets & Property Control	\$0	\$0	\$0	\$160,400	\$160,400
Bureau Total	\$11,863,665	\$13,020,100	\$12,429,000	\$13,176,400	\$13,086,400
Real Estate					
Real Estate Administration	\$286,939	\$212,156	\$198,156	\$209,100	\$209,100
Real Property & Leases Management	\$63,877	\$57,356	\$57,356	\$68,100	\$68,100
Space planning	\$19,844	\$73,788	\$73,788	\$79,500	\$79,500
Bureau Total	\$370,660	\$343,300	\$329,300	\$356,700	\$356,700
Information Services					
Administration	\$574,787	\$431,400	\$404,800	\$0	\$0
Data Center Operations	\$852,208	\$1,135,600	\$1,149,700	\$0	\$0
Data entry	\$90,924	\$68,400	\$68,200	\$0	\$0

Office of Central Services

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Help Center	\$713,440	\$581,400	\$649,200	\$0	\$0
Personal computer replacement, upgrades	\$1,894,874	\$1,503,000	\$1,505,300	\$0	\$0
Systems & programming	\$2,949,654	\$2,085,000	\$1,975,600	\$0	\$0
Circuit Court Audio Visual	\$61,598	\$54,500	\$54,500	\$0	\$0
County Home Page/Intranet	\$383,844	\$404,700	\$400,700	\$0	\$0
Data Cable Installation	\$143,412	\$225,400	\$201,600	\$0	\$0
Enterprise functions	\$1,279,759	\$1,689,000	\$1,700,800	\$0	\$0
Network administration	\$227,992	\$335,000	\$333,500	\$0	\$0
One World	\$1,722,998	\$929,800	\$998,800	\$0	\$0
Police/Fire 911	\$565,316	\$318,000	\$298,000	\$0	\$0
Bureau Total	\$11,460,806	\$9,761,200	\$9,740,700	\$0	\$0
Telecommunications					
Telecommunications	\$548,891	\$624,402	\$600,187	\$0	\$0
County Operator	\$108,742	\$114,998	\$114,313	\$127,900	\$127,900
Bureau Total	\$657,633	\$739,400	\$714,500	\$127,900	\$127,900
Department Total	\$29,030,250	\$30,228,200	\$29,207,492	\$21,552,100	\$21,462,100

Office of Central Services

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Administration					
Central Services Direction	6.0	6.0	6.0	4.0	4.0
Bureau Total	6.0	6.0	6.0	4.0	4.0
Purchasing					
Purchasing Administration	3.0	3.0	5.0	4.0	4.0
Service & Commodity Buyers	15.0	15.0	14.0	14.0	14.0
Capital Purchases	3.0	3.0	3.0	3.0	3.0
Minority Business Enterprise	1.0	1.0	1.0	1.0	1.0
One World Administration	1.0	1.0	1.0	1.0	1.0
Mail services	0.0	0.0	0.0	7.0	7.0
Bureau Total	23.0	23.0	24.0	30.0	30.0
Facilities					
Facilities Mgt Administration	4.0	4.0	4.0	4.0	4.0
Utility Payment Management	0.5	0.5	0.5	0.5	0.5
Maintenance contract management	1.5	1.5	1.5	1.5	1.5
Capital project/ Engineering	1.0	1.0	1.0	1.0	1.0
Construction Crew	5.0	5.0	5.0	5.0	5.0
Facilities Maintenance	35.0	35.0	35.0	35.0	35.0
Horticultural crew	6.0	6.0	6.0	6.0	6.0
Custodial Services	31.0	31.0	31.0	31.0	31.0
Security	10.5	10.5	10.5	10.5	10.5
Fixed Assets & Property Control	0.0	0.0	0.0	3.0	3.0
Bureau Total	94.5	94.5	94.5	97.5	97.5
Real Estate					
Real Estate Administration	3.0	3.0	2.0	2.0	2.0
Real Property & Leases Management	1.0	1.0	1.0	1.0	1.0
Space planning	1.0	1.0	1.0	1.0	1.0
Bureau Total	5.0	5.0	4.0	4.0	4.0
Information Services					
Administration	4.0	4.0	3.5	0.0	0.0
Data Center Operations	12.0	12.0	12.0	0.0	0.0
Data entry	2.0	2.0	2.0	0.0	0.0
Help Center	8.7	8.7	8.2	0.0	0.0
Personal computer replacement, upgrades	0.3	0.3	0.3	0.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Systems & programming	19.0	21.0	21.0	0.0	0.0
Circuit Court Audio Visual	1.0	1.0	1.0	0.0	0.0
County Home Page/Intranet	1.0	1.0	2.0	0.0	0.0
Data Cable Installation	1.0	1.0	1.0	0.0	0.0
Enterprise functions	6.0	9.0	9.0	0.0	0.0
Network administration	2.0	2.0	2.0	0.0	0.0
One World	3.0	3.0	3.0	0.0	0.0
Police/Fire 911	3.0	3.0	3.0	0.0	0.0
Bureau Total	63.0	68.0	68.0	0.0	0.0
Telecommunications					
Telecommunications	4.0	4.0	4.0	0.0	0.0
County Operator	3.0	3.0	3.0	3.0	3.0
Bureau Total	7.0	7.0	7.0	3.0	3.0
Department Total	198.5	203.5	203.5	138.5	138.5

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Administration

General Fund

Program: Central Services Direction

Program Description:

Administration provides day to day administration of the overall department and occasional management and/or participation in special projects such as David Taylor or Bates School redevelopment project.

The Director oversees a staff exceeding 230 merit system personnel and General Fund and Special Fund programs of approximately \$40 million.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$245,184	\$342,700	\$200,900	\$293,600	\$293,600
Non-Personal Services	\$65,259	\$89,300	\$85,000	\$97,900	\$97,900
Total	\$310,443	\$432,000	\$285,900	\$391,500	\$391,500

Highlights of Proposed Budget:

This budget provides for four staff positions; transferring the long vacant Assistant Central Services Officer's position along with the Administrative Secretary position to the new Department of Information Technology (DoIT). A majority of the unit's non-personnel costs are to pay for the County-wide records management contract. The increased non-personnel costs are to cover expenses for the Minority Business Enterprise Committee.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Management/Professional	4.0	4.0	4.0	2.0	2.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	6.0	6.0	6.0	4.0	4.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Purchasing

General Fund

Program: Purchasing Administration

Program Description:

This program accounts for the Purchasing Agent, Deputy Purchasing Agent, Secretary III, and a Management Assistant. Duties of the Purchasing Agent includes those duties as contained in Article 10 of the Anne Arundel County Code and serving as Chairman of the Consultant Selection Committee. Purchasing's overall budget increases as a result of transferring the mailroom to the General Fund from the Central Stores Fund.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$209,001	\$223,990	\$234,450	\$272,500	\$272,500
Non-Personal Services	\$31,946	\$61,300	\$33,440	\$32,800	\$32,800
Total	\$240,947	\$285,290	\$267,890	\$305,300	\$305,300

Highlights of Proposed Budget:

The FY2003 budget covers the cost of four staff positions. The Property C&A Manager position was transferred from Real Estate and another position was transferred from the Service & Commodity Buyers program during FY2002. The Property C&A Manager position is being transferred to Facilities Management in FY2003.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	4.0	3.0	3.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	3.0	3.0	5.0	4.0	4.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Purchasing

General Fund

Program: Service & Commodity Buyers

Program Description:

The Service & Commodity Buyer Program is responsible for procuring all equipment, supplies, materials and services required to sustain the County's operations.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$580,195	\$664,805	\$641,708	\$673,800	\$673,800
Non-Personal Services	\$89,449	\$87,640	\$91,531	\$92,000	\$92,000
Total	\$669,644	\$752,445	\$733,239	\$765,800	\$765,800

Highlights of Proposed Budget:

The FY2003 budget covers the costs of 14 staff positions. The unit is looking to incorporate cost cutting by using new e-commerce approaches County purchasing operations and shifting line agencies to wider use of the Procurement Cards and e-Maryland Marketplace.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	14.0	14.0	13.0	13.0	13.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	15.0	15.0	14.0	14.0	14.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Commitments (PO's, CO's, Etc.)	19,228.0	18,040.0	14,600.0	14,000.0
Commitments (PO's, CO's, Etc.) Value	211,201,186.0	181,609,787.0	200,000,000.0	200,000,000.0
Direct Payments	16,825.0	15,215.0	16,000.0	16,000.0
Direct Payments Value	51,707,890.0	40,951,550.0	40,000,000.0	40,000,000.0
Procurement Card Transactions	23,280.0	26,489.0	36,000.0	40,000.0
Procurement Card Transactions Value	2,391,502.0	2,837,552.0	4,500,000.0	5,000,000.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Purchasing

General Fund

Program: Capital Purchases

Program Description:

Capital Contracts Administration includes a Buyer IV, Management Aide and Buyer's Assistant. The Capital Contract group purchases all the items and services for projects contained in the Capital Program. This also includes administering all of the bid requirements for capital projects, including architectural, engineering and construction contracts.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$128,341	\$137,545	\$143,091	\$166,600	\$166,600
Non-Personal Services	\$20,765	\$20,345	\$20,410	\$21,300	\$21,300
Total	\$149,106	\$157,890	\$163,501	\$187,900	\$187,900

Highlights of Proposed Budget:

The FY03 budget includes the costs of salary changes for the staff.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
A/E Consultant Agreements Awarded	34.0	30.0	30.0	25.0
Construction Contracts Awarded	79.0	64.0	64.0	65.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Purchasing

General Fund

Program: Minority Business Enterprise

Program Description:

The Minority Business Enterprise (MBE) Program consists of the MBE Coordinator (full time). Through the County MBE Program we plan, coordinate and implement a number of special projects designed to identify new business opportunities for local women and other minorities. There are several hundred Woman and Minority-Owned Firms successfully conducting business with the Purchasing Office. These firms provide the County with a variety of commodities, supplies and services at competitively bid pricing.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$48,555	\$52,037	\$55,035	\$66,400	\$66,400
Non-Personal Services	\$7,987	\$7,825	\$7,850	\$8,200	\$8,200
Total	\$56,542	\$59,862	\$62,885	\$74,600	\$74,600

Highlights of Proposed Budget:

The FY03 budget includes the costs of the salary for the staff.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Purchasing

General Fund

Program: One World Administration

Program Description:

The One World Administration Program consists of the Office Automation Specialist dedicated to supporting the Purchasing Division's applications in the One World System. The Office Automation Specialist coordinates implementation of new software releases, produces special reports, conducts One World training, and system troubleshooting.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$60,952	\$65,323	\$68,243	\$78,600	\$78,600
Non-Personal Services	\$9,584	\$9,390	\$9,734	\$9,800	\$9,800
Total	\$70,536	\$74,713	\$77,977	\$88,400	\$88,400

Highlights of Proposed Budget:

The FY03 budget includes the costs of the salary for the staff.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Purchasing

General Fund

Program: Mail services

Program Description:

Mail Services is responsible for the daily distribution and mailing of all County mail and packages. This responsibility includes delivery and pick-up of all inter-office mail, U.S. mail, and parcel packages. There are four (4) mail routes throughout the entire County.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$250,600	\$250,600
Non-Personal Services	\$0	\$0	\$0	\$312,500	\$312,500
Total	\$0	\$0	\$0	\$563,100	\$563,100

Highlights of Proposed Budget:

The total mail volume remains at a relatively high level as we continue to expand the number of County locations where we pick up and deliver mail. The mail room was previously budgeted as part of the Central Stores Fund and transferred to Purchasing.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	1.0	1.0
Technical	0.0	0.0	0.0	2.0	2.0
Office Support	0.0	0.0	0.0	4.0	4.0
Total	0.0	0.0	0.0	7.0	7.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Mail volume				2,300,000.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Risk Management

General Fund

Program: Commercial Insurance Payments

Program Description:

This program accounts for the placement and maintenance of Real and Personal Property coverage, Boiler and Machinery, Public Official Bonds and the Blanket Bond for the County and the Board of Education. The program is also responsible for the placement and maintenance of School Bus Contractors Insurance and other miscellaneous policies for the Board of Education.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$172,922	\$405,000	\$205,600	\$395,000	\$395,000
Total	\$172,922	\$405,000	\$205,600	\$395,000	\$395,000

Highlights of Proposed Budget:

There is no personnel cost associated with this activity.

The cost of commercial insurance has increased dramatically. As a result, the Fund will be looking at a premium increase that will require a higher deductible.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Risk Management

General Fund

Program: General Fund Contribution to SIF

Program Description:

This program includes the General Fund portion of the Self-Insurance Fund contributions. This contribution is based on a five-year history of losses by each department, agency or entity included in the Self-Insurance Program. The Board of Education, Utilities Fund, Waste Management Fund and Day Care Fund also contribute based on their five-year histories.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$3,007,346	\$4,197,000	\$4,197,000	\$5,119,500	\$5,119,500
Total	\$3,007,346	\$4,197,000	\$4,197,000	\$5,119,500	\$5,119,500

Highlights of Proposed Budget:

There is no personnel cost associated with this activity.

The General Fund Contribution to the Self-Insurance Fund (SIF) will increase in response to the increased funding needed for the SIF and the projected decline in investment earnings in a market environment of very low interest rates (about a \$900,000 reduction). With the increased number and amount of Workers' Compensation Commission awards, the reserve needs for future workers' compensation claims increase accordingly.

The General Fund contribution budget reflects the amount recommended by the County's actuary for all types of claims (\$3.75 million) and deficit reduction (\$656,000) as well as the General Fund's allocated costs for administration (\$714,000).

The budget presupposes that the Fund will need an additional contribution from the General Fund of about \$1.0 million in the face of continued increases in Worker's Compensation costs and the continued low returns on investments.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Facilities Mgt Administration

Program Description:

This program is responsible for the operational direction of the Facilities Management Division. It directs and administers all matters relating to policy, budget, planning, personnel and execution of our mission. The program is manned by the Facilities Management Administrator, a Management Assistant II, a Secretary II, and an Office Support Assistant II.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$207,500	\$225,500	\$217,500	\$235,500	\$235,500
Non-Personal Services	\$429,582	\$444,700	\$480,500	\$431,400	\$431,400
Total	\$637,082	\$670,200	\$698,000	\$666,900	\$666,900

Highlights of Proposed Budget:

The FY2003 budget continues funding for four positions. It also funds the rental of the Hein Bros. Building and funds for the operation of the Glen Burnie and Whitmore Garages.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Office Support	2.0	2.0	2.0	2.0	2.0
Total	4.0	4.0	4.0	4.0	4.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Budget Administered (In Millions)	11.5	12.1	12.7	13.0
Parking Garages Maintained	2.0	2.0	2.0	2.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Utility Payment Management

Program Description:

This program funds the payment of Utility charges for all County buildings. It is staffed by one-half of the time of an Office Support Specialist. This function is conducted in conjunction with the County Finance Office who actually process the payments.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$22,232	\$23,300	\$23,300	\$23,800	\$23,800
Non-Personal Services	\$4,393,148	\$4,581,200	\$4,630,500	\$4,794,300	\$4,744,300
Total	\$4,415,380	\$4,604,500	\$4,653,800	\$4,818,100	\$4,768,100

Highlights of Proposed Budget:

Prices for electricity, water and sewer, as well as fuel oil are expected to remain stable in FY2003 , with reductions in the cost of natural gas. Some savings are offset by expected increases to serve the new Crofton Library. The County will attempt to improve control of these costs by entering into a small performance management contract in late FY2002 .

Highlights of Approved Budget:

The County Council reduced the County Executive's proposed budget for electricity costs by \$50,000.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Office Support	0.5	0.5	0.5	0.5	0.5
Total	0.5	0.5	0.5	0.5	0.5

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Maintenance contract management

Program Description:

This program funds the execution and administration of our contracts for HVAC, elevators, overhead doors, emergency generators, sprinklers, fire alarms, extinguishers, and other building systems. In addition to maintenance it funds both routine and emergency repairs to plumbing, roofs, HVAC systems, electrical systems, glass replacement, overhead doors, generators and electrical appliances. The function is performed by a Management Aide and one-half of the time of an Office Support Specialist.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$59,244	\$66,600	\$66,600	\$70,000	\$70,000
Non-Personal Services	\$1,196,092	\$1,229,200	\$1,289,500	\$1,270,900	\$1,270,900
Total	\$1,255,336	\$1,295,800	\$1,356,100	\$1,340,900	\$1,340,900

Highlights of Proposed Budget:

The FY2003 budget reflects continued funding at a stable level with only a modest increase for additional equipment at the Arundel Center- North Ice Rink.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	1.0	1.0	1.0
Office Support	1.5	1.5	0.5	0.5	0.5
Total	1.5	1.5	1.5	1.5	1.5

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Total number of Requisitions-includes reqs,bla	2,100.0	1,434.0	1,440.0	1,450.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Capital project/ Engineering

Program Description:

This program provides the planning and engineering direction for the Capital Projects being developed by this Division. Also, it provides planning and operational direction to the Construction Crew on the renovation and new space construction that we execute using in-house resources via the operating budget. FMD uses consultants and architects to assist us in these projects and they are also funded here. The staff for this program is a Civil Engineer II.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$65,474	\$72,300	\$78,000	\$55,800	\$55,800
Non-Personal Services	\$412,736	\$423,360	\$269,000	\$424,000	\$424,000
Total	\$478,210	\$495,660	\$347,000	\$479,800	\$479,800

Highlights of Proposed Budget:

The FY2003 budget funds staff to continue to execute the on-going Capital Program projects in the CIP as well as smaller renovations and improvement projects funded in the operating budget.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Capital Projects Participation	17.0	12.0	13.0	15.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Construction Crew

Program Description:

This program provides for renovations to existing office space and operational areas of County buildings. It also provides the build-out of newly acquired properties to set up the areas needed for County operations. The Construction Crew is manned by a Facility Construction Supervisor, a Facility Maintenance Mechanic II and three (3) Facility Maintenance Mechanics I.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$233,437	\$251,700	\$249,800	\$255,000	\$255,000
Non-Personal Services	\$84,232	\$87,640	\$96,640	\$86,600	\$86,600
Total	\$317,669	\$339,340	\$346,440	\$341,600	\$341,600

Highlights of Proposed Budget:

The FY2003 budget provides for continued funding of the crew at the existing level of service.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Technical	4.0	4.0	4.0	4.0	4.0
Total	5.0	5.0	5.0	5.0	5.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Total Area, Sq. footage renovated in county fac	16,000.0	16,000.0	16,000.0	16,000.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Facilities Maintenance

Program Description:

This program provides for the maintenance and repair of over 200 County buildings. The personnel resources of this program are divided into three (3) mobile crews which consist of thirty five (35) persons as follows:

Assistant Facilities Administrators (2)

Facilities Maintenance Mobile Crew Supervisor (3)

Facilities Maintenance Mobile Crew Leader (4)

Facilities Maintenance Mechanic I (7)

Facilities Maintenance Mechanic II (19)

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$1,616,800	\$1,803,000	\$1,668,900	\$1,860,200	\$1,860,200
Non-Personal Services	\$665,431	\$1,175,780	\$742,820	\$676,900	\$676,900
Total	\$2,282,231	\$2,978,780	\$2,411,720	\$2,537,100	\$2,537,100

Highlights of Proposed Budget:

The FY2003 budget provides continued funding for this program at the same level as in FY2002. The only additional areas of responsibility are the Arundel Center-North Ice Rink and the larger Crofton Library which replaces the existing smaller facility. We intend to continue to modify and improve our automated work order system in the coming fiscal year. Capital Outlay expenditures are also kept to a minimum at just \$36,000.00

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	8.0	8.0	8.0	8.0	8.0
Technical	27.0	27.0	27.0	27.0	27.0
Total	35.0	35.0	35.0	35.0	35.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Full Maintenance (Sq.Ft)	1,842,200.0	1,887,513.0	1,891,488.0	1,891,488.0
On Call Maintenance Support Sq.Ft	936,374.0	980,000.0	1,052,000.0	1,067,000.0
Total Maintenance Support Sq.Ft	2,778,574.0	2,867,513.0	2,943,488.0	2,958,488.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Horticultural crew

Program Description:

This program is responsible for the care and grooming of the lawns and landscapes surrounding County buildings. The responsibility includes maintenance of the gateways, highway displays and the medians in selected areas. The program is manned by two (2) Horticulturists II and four (4) Maintenance Workers II. Because of the sheer size of the workload, a portion of the mowing and landscaping is done by outside contractors.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$277,901	\$303,000	\$303,000	\$312,800	\$312,800
Non-Personal Services	\$235,849	\$238,900	\$233,500	\$248,200	\$248,200
Total	\$513,750	\$541,900	\$536,500	\$561,000	\$561,000

Highlights of Proposed Budget:

The FY2003 budget will allow continuation of the existing program at present levels. The addition of landscaping and mowing of the last section of East-West Boulevard is the only addition and will be done by an outside contractor.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Technical	4.0	4.0	4.0	4.0	4.0
Total	6.0	6.0	6.0	6.0	6.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Horticulture Division - Locations Maintained	66.0	69.0	69.0	70.0
Total Horticulture - Special Projects	21.0	25.0	28.0	26.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Custodial Services

Program Description:

This program is responsible for the cleaning and custodial care of County buildings. The task is accomplished by three (3) Custodial Supervisors, 27.5 Custodial Workers and half the time of a Facilities Maintenance Mobile Crew Supervisor. This task is performed by outside contractors at some locations. Trash removal and recycling, termite and pest control, and exterior window washing is also performed by outside contractors.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$852,232	\$928,000	\$891,000	\$1,049,500	\$1,049,500
Non-Personal Services	\$665,431	\$680,280	\$718,800	\$736,400	\$736,400
Total	\$1,517,663	\$1,608,280	\$1,609,800	\$1,785,900	\$1,785,900

Highlights of Proposed Budget:

The FY2003 budget provides funding for the existing program. The additional funding provides for contracts to care for the David Taylor Center and the Bay Head Nike Site being developed for Recreation and Parks as well as the cost of back filling costs to serve the Pasadena and Annapolis Senior Centers.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.5	3.5	3.5	3.5	3.5
Technical	27.5	27.5	27.5	27.5	27.5
Total	31.0	31.0	31.0	31.0	31.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Security

Program Description:

This program provides security protection services to larger County installations using both in-house personnel and contractors. The manning of this task involves half the time of a Facilities Maintenance Mobile Crew Supervisor and ten (10) security guards. The contractual services also include remote monitoring for seventy (70) locations.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$370,535	\$403,900	\$387,900	\$403,000	\$403,000
Non-Personal Services	\$75,809	\$81,740	\$81,740	\$81,700	\$41,700
Total	\$446,344	\$485,640	\$469,640	\$484,700	\$444,700

Highlights of Proposed Budget:

The FY2003 Budget continues funding for this program at the present level of service.

Highlights of Approved Budget:

The County Council reduced the County Executive's proposed budget for security systems by \$40,000 .

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.5	0.5	0.5	0.5	0.5
Technical	10.0	10.0	10.0	10.0	10.0
Total	10.5	10.5	10.5	10.5	10.5

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Number of complexes protected by guards	0.0	10.0	10.0	10.0
Number of locations - Remote monitoring	0.0	62.0	62.0	70.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Facilities

General Fund

Program: Fixed Assets & Property Control

Program Description:

This program includes the Property C & A Manager and two (2) full-time support staff. Duties of the Property C&A Manager includes ensuring compliance with GASB-34; moving and relocating fixed assets; and handling surplus goods functions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$145,400	\$145,400
Non-Personal Services	\$0	\$0	\$0	\$15,000	\$15,000
Total	\$0	\$0	\$0	\$160,400	\$160,400

Highlights of Proposed Budget:

These staff were transferred from Purchasing and the Central Stores Fund. Non-personnel costs reflect the lease and replacement cost for two vehicles.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	2.0	2.0
Office Support	0.0	0.0	0.0	1.0	1.0
Total	0.0	0.0	0.0	3.0	3.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Real Estate

General Fund

Program: Real Estate Administration

Program Description:

This program accounts for the Real Estate Manager and Secretary III. Responsibilities include administration of all Real Estate functions and space planning.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$207,939	\$127,856	\$113,856	\$128,000	\$128,000
Non-Personal Services	\$79,000	\$84,300	\$84,300	\$81,100	\$81,100
Total	\$286,939	\$212,156	\$198,156	\$209,100	\$209,100

Highlights of Proposed Budget:

The FY2003 Budget will continue funding administration of all Real Estate functions, and will emphasize training of staff to take advantage of new computer programs which will achieve better planning and records keeping. Funding is included in the same amount as FY2002 for real estate appraisals and title searches. The Property C&A Manager position was transferred to Purchasing during FY2002.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	1.0	1.0	1.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	3.0	3.0	2.0	2.0	2.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Real Estate

General Fund

Program: Real Property & Leases Management

Program Description:

This program is responsible for the preparation and management of County leases, sales and deeds. Included in this function is maintaining the Real Property Management System and disposing of surplus real property.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$61,090	\$54,556	\$54,556	\$64,600	\$64,600
Non-Personal Services	\$2,787	\$2,800	\$2,800	\$3,500	\$3,500
Total	\$63,877	\$57,356	\$57,356	\$68,100	\$68,100

Highlights of Proposed Budget:

FY2003 will continue funding a Program Specialist I.
This function will begin a pro-active selling mode for surplus property.
Will push settlement on Laurel Property.
Will continue improving computerized data base for County Real Property systems.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Leases Written	10.0	15.0	3.0	2.0
Surplus Sales (\$)	292,000.0	133,500.0	345,800.0	364,000.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Real Estate

General Fund

Program: Space planning

Program Description:

This program accounts for a Program Specialist II. The program is responsible for Space Planning in County owned and leased space. Meets with department/division managers, architects and contractors, sets schedules for construction, moving of personnel and oversees capital budget.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$15,844	\$68,788	\$68,788	\$74,500	\$74,500
Non-Personal Services	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000
Total	\$19,844	\$73,788	\$73,788	\$79,500	\$79,500

Highlights of Proposed Budget:

The FY03 Budget is estimated to maintain a similar level of space planning requests by County department.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Project costs	246,800.0	16,400.0	1,002,500.0	1,510,000.0
Project square footage	115,800.0	54,000.0	101,300.0	71,000.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Administration

Program Description:

This program accounts for the Information Services Manager, Management Assistant I, and Secretary I. Duties include overseeing all activities of Information Services, including all computer and network related functions for the County. Providing operational and strategic management, financial and budget management, and office management activities for Information Services. All Division staff training and associated costs are also included within this function.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$273,480	\$267,600	\$224,700	\$0	\$0
Non-Personal Services	\$301,307	\$163,800	\$180,100	\$0	\$0
Total	\$574,787	\$431,400	\$404,800	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	2.5	0.0	0.0
Office Support	1.0	1.0	1.0	0.0	0.0
Total	4.0	4.0	3.5	0.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Data Center Operations

Program Description:

This program provides for all enterprise 24/7 Data Center operations, including quality controls, staffing, equipment operations, and disaster recovery and avoidance functions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$657,373	\$634,200	\$660,100	\$0	\$0
Non-Personal Services	\$194,835	\$501,400	\$489,600	\$0	\$0
Total	\$852,208	\$1,135,600	\$1,149,700	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	8.0	8.0	8.0	0.0	0.0
Office Support	4.0	4.0	4.0	0.0	0.0
Total	12.0	12.0	12.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual problem incidents	180.0	168.0	192.0	0.0
Annual production jobs processed	42,000.0	42,000.0	38,400.0	0.0
Combined Server availability average	99.0	99.0	99.0	0.0
Production programs supported	12,000.0	12,699.0	11,000.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Data entry

Program Description:

This program provides for all enterprise and specialized data entry functions, including property tax, utility billing and other miscellaneous County functions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$77,525	\$64,700	\$64,700	\$0	\$0
Non-Personal Services	\$13,399	\$3,700	\$3,500	\$0	\$0
Total	\$90,924	\$68,400	\$68,200	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	0.0	0.0
Office Support	1.0	1.0	1.0	0.0	0.0
Total	2.0	2.0	2.0	0.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Help Center

Program Description:

This program provides for all assistance calls, including hardware and software, computers, printers, servers, passwords, network, etc. The Help Center provides these services Countywide and uses sophisticated software to perform proactive assistance and resolution to problem related issues in an efficient and timely manner.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$365,416	\$414,400	\$382,700	\$0	\$0
Non-Personal Services	\$348,024	\$167,000	\$266,500	\$0	\$0
Total	\$713,440	\$581,400	\$649,200	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	8.7	8.7	8.2	0.0	0.0
Technical	0.0	0.0	0.0	0.0	0.0
Total	8.7	8.7	8.2	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
# of Help Center Calls processed monthly	1,000.0	1,314.0	1,434.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Personal computer replacement, upgrades

Program Description:

This program provides for the replacement and upgrade of all PC's purchased for County Departments by Information Services. A regular PC replacement cycle has proven effective in maintaining technology compatibility with industry standards and application advancements to maximize staff productivity.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$23,487	\$10,800	\$10,800	\$0	\$0
Non-Personal Services	\$1,871,387	\$1,492,200	\$1,494,500	\$0	\$0
Total	\$1,894,874	\$1,503,000	\$1,505,300	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.3	0.3	0.3	0.0	0.0
Total	0.3	0.3	0.3	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Number of PC's supported	2,000.0	2,450.0	2,550.0	0.0
PC's replaced/installed	700.0	700.0	830.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Systems & programming

Program Description:

This program provides for enterprise and departmental computer program application development and maintenance support. Additionally, all commercial computer applications are supported from this area. Four core application support areas include: Administration and Finance, Human Resources, Land Use and Public Safety.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$1,159,825	\$1,572,500	\$1,414,600	\$0	\$0
Non-Personal Services	\$1,789,829	\$512,500	\$561,000	\$0	\$0
Total	\$2,949,654	\$2,085,000	\$1,975,600	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	19.0	21.0	21.0	0.0	0.0
Total	19.0	21.0	21.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual development requests completed	110.0	131.0	120.0	0.0
Annual development requests received	150.0	140.0	117.0	0.0
Avg. monthly development requests open	62.0	62.0	71.0	0.0
Time spent on maintenance development	60.0	70.0	55.0	0.0
Time spent on new development	40.0	30.0	45.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Circuit Court Audio Visual

Program Description:

This program supports courthouse complex audio/visual systems including the CourtSmart recording, bailbond review, courtroom presentation system, and all associated computer hardware and software.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$61,598	\$54,500	\$54,500	\$0	\$0
Total	\$61,598	\$54,500	\$54,500	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	0.0	0.0
Total	1.0	1.0	1.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Court A/V presentations/hearings	60.0	120.0	300.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: County Home Page/Intranet

Program Description:

This program provides for County Internet Home Page Administration and internal Intranet Administration. Also, County Home Page hosting services are provided for as well as the County's high speed Internet connection.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$75,969	\$125,700	\$125,700	\$0	\$0
Non-Personal Services	\$307,875	\$279,000	\$275,000	\$0	\$0
Total	\$383,844	\$404,700	\$400,700	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	2.0	0.0	0.0
Total	1.0	1.0	2.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual County Home Page Hits	144,000.0	156,000.0	162,000.0	0.0
Annual Electronic Commerce transactions	0.0	0.0	2,000.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Data Cable Installation

Program Description:

This program supports all computer data cable installation functions necessary to support the County network and PC's. These functions are performed in approximately 85 County buildings.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$43,076	\$46,400	\$46,400	\$0	\$0
Non-Personal Services	\$100,336	\$179,000	\$155,200	\$0	\$0
Total	\$143,412	\$225,400	\$201,600	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Technical	1.0	1.0	1.0	0.0	0.0
Total	1.0	1.0	1.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Data Cable Installations Completed	400.0	600.0	800.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Enterprise functions

Program Description:

This program provides for enterprise computer systems administration including complex operating system support for computer hardware. In addition, this program accounts for computer hardware and software maintenance at the enterprise level.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$430,455	\$535,700	\$626,800	\$0	\$0
Non-Personal Services	\$849,304	\$1,153,300	\$1,074,000	\$0	\$0
Total	\$1,279,759	\$1,689,000	\$1,700,800	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	6.0	9.0	9.0	0.0	0.0
Total	6.0	9.0	9.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual Electronic Mail messages processed	5,500,000.0	9,175,200.0	9,357,600.0	0.0
On-line transactions processed	36,000,000.0	36,000,000.0	36,200,000.0	0.0
System environment complexity	7.0	7.0	8.0	0.0
System Servers supported	60.0	78.0	80.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Network administration

Program Description:

This program supports all enterprise data network architecture and systems administration including use of 120 miles of fiber optic cable and the Wireless networking data infrastructure.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$125,431	\$117,500	\$117,500	\$0	\$0
Non-Personal Services	\$102,561	\$217,500	\$216,000	\$0	\$0
Total	\$227,992	\$335,000	\$333,500	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	0.0	0.0
Total	2.0	2.0	2.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Estimated Network utilization	30.0	40.0	45.0	0.0
Network complexity	7.0	7.0	8.0	0.0
Network locations supported	75.0	80.0	85.0	0.0
Supported devices attached to Network	3,000.0	3,300.0	3,500.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: One World

Program Description:

This program provides complex technical support for all enterprise Financial applications (OneWorld).

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$151,563	\$152,800	\$152,800	\$0	\$0
Non-Personal Services	\$1,571,435	\$777,000	\$846,000	\$0	\$0
Total	\$1,722,998	\$929,800	\$998,800	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	0.0	0.0
Total	3.0	3.0	3.0	0.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Information Services

General Fund

Program: Police/Fire 911

Program Description:

This program supports Police/Fire E911 Computer Aided Dispatch on a 24/7 basis, including all computer hardware and software, associated maintenance and network services.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$186,113	\$189,700	\$178,500	\$0	\$0
Non-Personal Services	\$379,203	\$128,300	\$119,500	\$0	\$0
Total	\$565,316	\$318,000	\$298,000	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	0.0	0.0
Total	3.0	3.0	3.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
E911 Fire incidents processed	60,000.0	63,000.0	65,000.0	0.0
E911 Police incidents processed	375,000.0	368,600.0	375,900.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Telecommunications

General Fund

Program: Telecommunications

Program Description:

This program coordinates Anne Arundel County's phone, radio, and computer communications systems. Some of the functions performed by this program include writing specifications, evaluating bid proposals and coordinating installations and repair of phone systems. Management of the 800MHz radio system, pagers, wireless phones as well as representing the county in 911 communication issues are also handled within this program.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$266,995	\$316,242	\$286,317	\$0	\$0
Non-Personal Services	\$281,896	\$308,160	\$313,870	\$0	\$0
Total	\$548,891	\$624,402	\$600,187	\$0	\$0

Highlights of Proposed Budget:

This program is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	4.0	4.0	4.0	0.0	0.0
Total	4.0	4.0	4.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Repair calls	1,300.0	1,400.0	1,500.0	0.0
Telephone lines	38,000.0	39,050.0	41,000.0	0.0
Telephone systems per year	140.0	145.0	150.0	0.0
Cellular phones per year	590.0	645.0	683.0	0.0
Pagers per year	1,240.0	1,280.0	1,230.0	0.0

Office of Central Services

Fiscal Year 2003 Approved Budget

Bureau: Telecommunications

General Fund

Program: County Operator

Program Description:

This program accounts for 3 OS3 (Telephone Clerk/Operator) positions. Duties include: answering/ transferring of calls from the switchboard to other County Departments, providing backup for the answering of calls for the Telecommunications Division, distribution of monthly telephone bills, distribution of pagers, and reporting of troubles to Verizon and/or telephone vendors.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$103,792	\$109,458	\$105,783	\$122,400	\$122,400
Non-Personal Services	\$4,950	\$5,540	\$8,530	\$5,500	\$5,500
Total	\$108,742	\$114,998	\$114,313	\$127,900	\$127,900

Highlights of Proposed Budget:

The FY2003 budget continues funding for 100 % of the 3 OS3 (Telephone Clerk/Operator) positions. Funding is also requested in FY2003 for the replacement of three consoles in the supplemental budget.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Office Support	3.0	3.0	3.0	3.0	3.0
Total	3.0	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Calls processed by the Switchboard annually	38,500.0	39,300.0	40,200.0	42,500.0

Whitmore Garage

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Whitmore Garage					
Whitmore Garage	\$289,283	\$312,300	\$312,300	\$335,500	\$335,500
Bureau Total	\$289,283	\$312,300	\$312,300	\$335,500	\$335,500
Department Total	\$289,283	\$312,300	\$312,300	\$335,500	\$335,500

Whitmore Garage

Fiscal Year 2003 Approved Budget

Bureau: Whitmore Garage

Parking Garage Special Revenue Fund

Program: Whitmore Garage

Program Description:

The Whitmore Parking Garage, located in Annapolis across the street from the Arundel Center, is operated by a private vendor under contract with Anne Arundel County. The County and the State each contribute to the funding of the garage based upon the number of spaces allocated to each. Other revenues are collected from fees charged to the general public.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$289,283	\$312,300	\$312,300	\$335,500	\$335,500
Total	\$289,283	\$312,300	\$312,300	\$335,500	\$335,500

Highlights of Proposed Budget:

The Whitmore Garage Fund is a special fund which operates the Whitmore Parking Garage under a private contract. Revenues from parking fees charged to the public have increased in recent years, allowing the General Fund contribution to the Whitmore Garage to remain at \$95,000. That amount is budgeted in the Facilities Management.

The budget for the Whitmore Garage Fund is fully funded for FY2003.

The Whitmore Garage was built as a joint effort by the State of Maryland and the County. Parking rates are well below the market, perhaps one half of the market rate. The Central Services Officer intends to reconvene the Fund's governing commission to revise the rates so the Garage will adequately generate funds for needed repairs, replacement equipment and, potentially, capital replacements.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Central Stores Fund

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Central Stores Fund is to provide general county government with mail operation services, supply room services, warehouse services, and printing services.

The Central Stores Fund is an internal service fund overseen by the County's Purchasing Director. The fund is made up of mail operations, office supply stockrooms, the central warehouse, and the print shop. This fund also finances the countywide copier program and the Department of Public Works road supply inventory.

Beginning in FY2003 this Fund will consist solely of the print shop operation, including the countywide copier program.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$752,300	\$752,300	\$369,700	\$369,700
Contractual Services	\$543,200	\$743,200	\$102,000	\$102,000
Supplies & Materials	\$2,034,700	\$1,834,700	\$53,000	\$53,000
Business & Travel	\$4,500	\$4,500	\$8,000	\$8,000
Grants, Contributions & Other	\$245,000	\$245,000	\$0	\$0
Total	\$3,579,700	\$3,579,700	\$532,700	\$532,700

Department Overview:

The FY2003 Proposed Budget formally eliminates the office supply stockrooms and central warehouse operation. There is no longer a need for this service.

Beginning in FY2003, the mail operation will no longer be accounted for as an internal service fund operation but rather as another General Fund activity. This accounting change will have no fiscal impact on the General Fund and the mail operation will continue to be overseen by the County's Purchasing Director.

As of July 1, 2002, the Department of Public Works will directly fund the replenishment of its road supply inventory through its annual appropriations. Again, this accounting change will have no fiscal impact on the General Fund.

The proposed funding for FY2003 is related solely to the print shop operation, including the countywide copier program.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Management/Professional	3.0	3.0	3.0	3.0	3.0
Technical	5.0	5.0	5.0	1.0	1.0
Office Support	10.0	10.0	10.0	4.0	4.0
Other	1.0	1.0	1.0	0.0	0.0
Total	19.0	19.0	19.0	8.0	8.0

Central Stores Fund

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Central Stores					
Central Stores Administration	\$673,108	\$529,000	\$529,000	\$0	\$0
Print Shop & Photo Copiers	\$605,066	\$563,400	\$563,400	\$532,700	\$532,700
Fixed assets/property control	\$1,609,006	\$793,000	\$793,000	\$0	\$0
Mail Services	\$833,578	\$859,300	\$859,300	\$0	\$0
Roads Inventory	\$480,346	\$835,000	\$835,000	\$0	\$0
Bureau Total	\$4,201,104	\$3,579,700	\$3,579,700	\$532,700	\$532,700
Department Total	\$4,201,104	\$3,579,700	\$3,579,700	\$532,700	\$532,700

Central Stores Fund

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Central Stores					
Central Stores Administration	2.0	2.0	2.0	0.0	0.0
Print Shop & Photo Copiers	5.0	5.0	5.0	8.0	8.0
Fixed assets/property control	5.0	5.0	5.0	0.0	0.0
Mail Services	7.0	7.0	7.0	0.0	0.0
Bureau Total	19.0	19.0	19.0	8.0	8.0
Department Total	19.0	19.0	19.0	8.0	8.0

Central Stores Fund

Fiscal Year 2003 Approved Budget

Bureau: Central Stores

Central Stores Fund

Program: Central Stores Administration

Program Description:

This program is responsible for administering all the functions of the Central Stores Fund and consists of two positions; an Assistant Purchasing Agent and an Office Support Assistant.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$106,314	\$112,600	\$112,600	\$0	\$0
Non-Personal Services	\$566,794	\$416,400	\$416,400	\$0	\$0
Total	\$673,108	\$529,000	\$529,000	\$0	\$0

Highlights of Proposed Budget:

Because the sole remaining function of the Central Stores Fund is the Print Shop in FY2003, this program is eliminated and the staff are transferred to the Print Shop program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	0.0	0.0
Office Support	1.0	1.0	1.0	0.0	0.0
Total	2.0	2.0	2.0	0.0	0.0

Central Stores Fund

Fiscal Year 2003 Approved Budget

Bureau: Central Stores

Central Stores Fund

Program: Print Shop & Photo Copiers

Program Description:

The Print Shop is responsible for in-house printing and quick copy work for all County Departments. The County-wide copier program is also included in the operation. These responsibilities include graphics and typesetting work when requested.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$210,985	\$220,700	\$220,700	\$369,700	\$369,700
Non-Personal Services	\$394,081	\$342,700	\$342,700	\$163,000	\$163,000
Total	\$605,066	\$563,400	\$563,400	\$532,700	\$532,700

Highlights of Proposed Budget:

The increase in personnel results from consolidating the Central Stores Administration unit with this program, and from the transfer of one position from the Warehouse program. Two of these eight positions are currently vacant.

This division is being studied by a printing consultant with the goal to develop a five year operating plan with an eye to moving offset press work to the digital copying machine, improving efficiency and saving cost.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	3.0	3.0
Technical	0.0	0.0	0.0	1.0	1.0
Office Support	4.0	4.0	4.0	4.0	4.0
Total	5.0	5.0	5.0	8.0	8.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Color Copy	0.0	161,574.0	300,000.0	350,000.0
Printing Impressions	5,426,688.0	5,676,181.0	5,700,000.0	5,000,000.0
Quick Copy	6,004,011.0	6,558,800.0	6,600,000.0	7,200,000.0

Central Stores Fund

Fiscal Year 2003 Approved Budget

Bureau: Central Stores

Central Stores Fund

Program: Fixed assets/property control

Program Description:

This Warehouse included five positions in FY2002 and is now closed.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$166,081	\$165,700	\$165,700	\$0	\$0
Non-Personal Services	\$1,442,925	\$627,300	\$627,300	\$0	\$0
Total	\$1,609,006	\$793,000	\$793,000	\$0	\$0

Highlights of Proposed Budget:

The FY2001 Actual includes the working capital inventory funds for the former Warehouse Operation. Effective FY2002, the fixed assets and property control functions will be funded as the Fixed Assets & Property Control Program within the Facilities Management Division. Two of the five positions formerly located here will move to that unit. Two of the remaining three positions are filled. One of these positions is transferred to the Print Shop while the other is transferred to the new Department of Information Technology (DoIT).

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Technical	3.0	3.0	3.0	0.0	0.0
Office Support	1.0	1.0	1.0	0.0	0.0
Other	1.0	1.0	1.0	0.0	0.0
Total	5.0	5.0	5.0	0.0	0.0

Central Stores Fund

Fiscal Year 2003 Approved Budget

Bureau: Central Stores

Central Stores Fund

Program: Mail Services

Program Description:

Mail services is responsible for the daily distribution and mailing of all County mail and packages. This responsibility includes delivery and pick-up of all inter-office mail, U.S. mail, and parcel packages. There are four (4) mail routes throughout the entire county.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$199,991	\$253,300	\$253,300	\$0	\$0
Non-Personal Services	\$633,587	\$606,000	\$606,000	\$0	\$0
Total	\$833,578	\$859,300	\$859,300	\$0	\$0

Highlights of Proposed Budget:

Mail services will no longer be provided through the Central Stores Fund in FY2003. Instead it is transferred to Purchasing as a separate program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	0.0	0.0
Technical	2.0	2.0	2.0	0.0	0.0
Office Support	4.0	4.0	4.0	0.0	0.0
Total	7.0	7.0	7.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Mail volume	2,156,000.0	2,181,688.0	2,200,000.0	0.0

Central Stores Fund

Fiscal Year 2003 Approved Budget

Bureau: Central Stores

Central Stores Fund

Program: Roads Inventory

Program Description:

The Roads Inventory program provides an internal service fund mechanism for purchasing inventory stored at the various DPW road yards. DPW pays for the inventory as they use it. No staffing is allotted to this function.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$480,346	\$835,000	\$835,000	\$0	\$0
Total	\$480,346	\$835,000	\$835,000	\$0	\$0

Highlights of Proposed Budget:

In FY2003, the Roads Inventory program will no longer exist. DPW will simply pay to replenish their road yard inventories directly.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Central Garage Fund

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Central Garage is to procure and maintain Anne Arundel County Government vehicles and motorized equipment, and to maintain the county fuel supply and fuel system.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$3,817,100	\$3,817,100	\$4,069,100	\$4,069,100
Contractual Services	\$630,400	\$1,030,400	\$586,300	\$586,300
Supplies & Materials	\$4,681,300	\$4,681,300	\$4,124,000	\$4,124,000
Business & Travel	\$14,700	\$14,700	\$14,200	\$14,200
Capital Outlay	\$7,451,800	\$7,051,800	\$5,646,600	\$5,646,600
Grants, Contributions & Other	\$911,000	\$911,000	\$911,000	\$911,000
Total	\$17,506,300	\$17,506,300	\$15,351,200	\$15,351,200

Department Overview:

The Central Garage Fund is an internal service fund which includes the expenses for the operation of the county garages and motor pool. Revenues to the fund come from charges paid by county departments for the use and repair of vehicles.

The rates charged to user agencies also include the cost to replace the vehicle. This replacement cost, contributed over the life of the vehicle, accumulates in the Central Garage Fund so the garage can purchase a new replacement vehicle.

The Fleet Maintenance Division is responsible for the maintenance and repair of county automotive equipment, motorized equipment and the county fuel system. Fleet Maintenance operates three garages.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Management/Professional	14.0	14.0	14.0	14.0	14.0
Technical	59.0	59.0	59.0	57.0	57.0
Office Support	2.0	2.0	2.0	2.0	2.0
Total	75.0	75.0	75.0	73.0	73.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Fleet Management					
Fleet Administration	\$302,513	\$358,100	\$393,200	\$424,000	\$424,000
Millersville Garage	\$1,345,063	\$1,582,400	\$1,393,800	\$1,515,000	\$1,515,000
Millersville Truck Garage	\$1,345,063	\$1,586,700	\$1,591,700	\$1,711,800	\$1,711,800
Davidsonville Garage	\$1,022,282	\$1,242,200	\$1,133,500	\$1,198,400	\$1,198,400
Glen Burnie Garage	\$1,022,282	\$1,221,800	\$1,208,600	\$1,257,700	\$1,257,700
Fuel System	\$2,787,123	\$3,200,100	\$2,729,800	\$2,691,600	\$2,691,600
Vehicle Replacement	\$7,012,230	\$7,404,000	\$7,219,900	\$5,641,700	\$5,641,700
Pro-Rata Shares	\$732,000	\$911,000	\$911,000	\$911,000	\$911,000
Bureau Total	\$15,568,556	\$17,506,300	\$16,581,500	\$15,351,200	\$15,351,200
Department Total	\$15,568,556	\$17,506,300	\$16,581,500	\$15,351,200	\$15,351,200

Central Garage Fund

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Fleet Management					
Fleet Administration	7.0	7.0	7.0	7.0	7.0
Millersville Garage	20.0	20.0	20.0	19.0	19.0
Millersville Truck Garage	21.0	21.0	21.0	21.0	21.0
Davidsonville Garage	13.0	13.0	13.0	12.0	12.0
Glen Burnie Garage	13.0	13.0	13.0	13.0	13.0
Fuel System	1.0	1.0	1.0	1.0	1.0
Bureau Total	75.0	75.0	75.0	73.0	73.0
Department Total	75.0	75.0	75.0	73.0	73.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Fleet Administration

Program Description:

This program accounts for the administrative direction of the Fleet Management or "Central Garage". The administrative functions include the Fleet administrator, the office and other support staff as well as the parts warehouse supervisor.

The Central Garage Fund is an internal service fund which includes the expenses for the operation of the County garages and motor pool. Revenues to the fund come from charges paid by County departments for the use and repair of vehicles.

The Fleet Management Division is responsible for maintaining and repairing county automotive equipment, motorized equipment and the county fuel system. There are three garage locations maintaining in excess of 4,000 vehicles and equipment annually. A new garage, the Davidsonville Garage opened during the summer of 2001.

Agencies with vehicles in the County's "lease rate" program are charged rates which include the cost to replace the vehicle. This replacement cost, contributed over the life of the vehicle, accumulates in the Fleet Maintenance Fund so the garage can purchase a new replacement vehicle.

The Central Garage also services certain vehicles and equipment such as generators and large trucks which are not part of the vehicle replacement schedule. The Garage charges these agencies a "direct charge" for services to these vehicles.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$301,261	\$355,200	\$392,400	\$418,300	\$418,300
Non-Personal Services	\$1,252	\$2,900	\$800	\$5,700	\$5,700
Total	\$302,513	\$358,100	\$393,200	\$424,000	\$424,000

Highlights of Proposed Budget:

This is the fully funded current service level budget for the Central Garage's administrative functions. The increase in the non-personal services is the cost of two replacement PCs and funds for telephone systems.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	5.0	5.0	5.0	5.0	5.0
Office Support	2.0	2.0	2.0	2.0	2.0
Total	7.0	7.0	7.0	7.0	7.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Millersville Garage

Program Description:

This program accounts for Supervisors, Technicians, and a portion of the activities of a Maintenance Manager, and Storekeepers. Duties include managing the services, and repairs of vehicles and equipment in the Central Region of the County.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$882,266	\$1,040,200	\$874,300	\$989,900	\$989,900
Non-Personal Services	\$462,797	\$542,200	\$519,500	\$525,100	\$525,100
Total	\$1,345,063	\$1,582,400	\$1,393,800	\$1,515,000	\$1,515,000

Highlights of Proposed Budget:

This is a fully funded current service level budget required to operate the full service garage located in Millersville.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Technical	18.0	18.0	18.0	17.0	17.0
Total	20.0	20.0	20.0	19.0	19.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Vehicles & Equipment Maintained Annually	1,708.0	1,301.0	1,384.0	1,384.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Millersville Truck Garage

Program Description:

This program accounts for Supervisors, Technicians, and a portion of the activities of a Maintenance Manager, and Storekeepers. Duties include managing the services, and repairs for the Fire Departments Fleet of vehicles and equipment.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$882,266	\$1,040,200	\$1,068,100	\$1,182,000	\$1,182,000
Non-Personal Services	\$462,797	\$546,500	\$523,600	\$529,800	\$529,800
Total	\$1,345,063	\$1,586,700	\$1,591,700	\$1,711,800	\$1,711,800

Highlights of Proposed Budget:

This is the fully funded budget for the portion of the Millersville garage dedicated to maintaining the County's Fire equipment.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Technical	19.0	19.0	19.0	19.0	19.0
Total	21.0	21.0	21.0	21.0	21.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Vehicles & Equipment Maintained Annually	417.0	417.0	417.0	417.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Davidsonville Garage

Program Description:

This program accounts for Managers, Supervisors, Technicians, and Storekeepers. The Duties include managing the services, and repairs for vehicles and equipment in the Southern Region of the County.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$559,485	\$659,700	\$573,700	\$673,000	\$673,000
Non-Personal Services	\$462,797	\$582,500	\$559,800	\$525,400	\$525,400
Total	\$1,022,282	\$1,242,200	\$1,133,500	\$1,198,400	\$1,198,400

Highlights of Proposed Budget:

This is the fully funded budget to operate the Garage located in Davidsonville, Maryland. The facility opened in FY 2001.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Technical	11.0	11.0	11.0	10.0	10.0
Total	13.0	13.0	13.0	12.0	12.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Vehicles & Equipment Maintained Annually	0.0	1,301.0	1,384.0	1,384.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Glen Burnie Garage

Program Description:

This program accounts for Managers, Supervisors, Technicians, and Storekeepers. The Duties include managing the services, and repairs for vehicles and equipment in the Northern Region of the County.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$559,485	\$659,700	\$669,200	\$738,000	\$738,000
Non-Personal Services	\$462,797	\$562,100	\$539,400	\$519,700	\$519,700
Total	\$1,022,282	\$1,221,800	\$1,208,600	\$1,257,700	\$1,257,700

Highlights of Proposed Budget:

This is the fully funded current service level budget required to operate the full service garage located in Glen Burnie.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Technical	11.0	11.0	11.0	11.0	11.0
Total	13.0	13.0	13.0	13.0	13.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Vehicles & Equipment Maintained Annually	1,708.0	1,301.0	1,384.0	1,384.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Fuel System

Program Description:

This program accounts for the Fuel System Technician. Duties include managing the operations for the Gasoline and Diesel Fuel Inventory, and Fuel Dispensing systems.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$54,753	\$62,100	\$64,600	\$67,900	\$67,900
Non-Personal Services	\$2,732,370	\$3,138,000	\$2,665,200	\$2,623,700	\$2,623,700
Total	\$2,787,123	\$3,200,100	\$2,729,800	\$2,691,600	\$2,691,600

Highlights of Proposed Budget:

This function provides gasoline and diesel fuel for all County vehicles. The estimated cost of gasoline for FY2003 per gallon is \$1.13 and \$0.82 for diesel.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Gallons Gasoline and Diesel Fuel Consumed A	2,450,000.0	2,450,000.0	2,450,000.0	2,450,000.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Vehicle Replacement

Program Description:

Functions of the program include the cyclic replacement of County vehicles and disposal by auction. The Funds budgeted in this function cover the projected costs of vehicles to be replaced in the year's replacement cycle. There are 1,485 vehicles in the replacement program.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$7,012,230	\$7,404,000	\$7,219,900	\$5,641,700	\$5,641,700
Total	\$7,012,230	\$7,404,000	\$7,219,900	\$5,641,700	\$5,641,700

Highlights of Proposed Budget:

The vehicle replacement function of the Central Garage reflects the funds required to purchase vehicles identified by the replacement schedule. The staff of the Fleet Administration unit provide the staffing for function. The \$5.6 million budget reflects the costs of the routine, scheduled replacement of vehicles; \$3.4 million is primarily for 145 automobiles and trucks. Also included is \$1.1 million in Fire replacement equipment and \$1.1 million the Public Works replacement heavy equipment. The fire and heavy equipment program was begun in FY99 for equipment not otherwise part of the County's routine replacement program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Vehicle Replaced Annually	182.0	159.0	153.0	145.0

Central Garage Fund

Fiscal Year 2003 Approved Budget

Bureau: Fleet Management

Central Garage

Program: Pro-Rata Shares

Program Description:

Pro-rata shares are the Central Garage's contribution to the General Fund paid to reimburse the County for services County agencies provide to the Central Garage.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$732,000	\$911,000	\$911,000	\$911,000	\$911,000
Total	\$732,000	\$911,000	\$911,000	\$911,000	\$911,000

Highlights of Proposed Budget:

Pro-rata shares are a calculated contribution reimbursing for certain overhead services the Central garage receives. Because this is an interfund transfer account, there is no staff or performance indicators.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Self-insurance Fund is to cover the risk exposure for general county government, Anne Arundel County Public Schools and Anne Arundel Community College.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$927,800	\$927,800	\$1,039,800	\$1,039,800
Contractual Services	\$6,029,600	\$7,029,600	\$7,147,200	\$7,147,200
Supplies & Materials	\$41,500	\$41,500	\$41,000	\$41,000
Business & Travel	\$24,900	\$24,900	\$24,100	\$24,100
Capital Outlay	\$9,600	\$9,600	\$9,600	\$9,600
Total	\$7,033,400	\$8,033,400	\$8,261,700	\$8,261,700

Department Overview:

The Self-insurance Fund is a non-lapsing special purpose fund which insures the county for claims for worker's compensation, auto liability, auto collision, and general liability. Anne Arundel County's contractual actuary annually appraises the county of its overall risk and recommends funding to cover that risk.

The fund covers the full cost of its administrative staff, as well as, three positions in the Office of Law who work on fund-related business. In addition to its insuring activities, the fund conducts an ongoing safety program to ensure that the county, the Board of Education, and the Community College are safe workplaces.

The county appropriates its general county government contribution to the fund from the Risk Management business unit in the Office of Central Services.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Management/Professional	12.0	12.0	12.0	12.0	12.0
Office Support	6.0	6.0	6.0	6.0	6.0
Total	18.0	18.0	18.0	18.0	18.0

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Self Insurance					
Litigation - Office of Law	\$156,048	\$178,604	\$196,640	\$200,064	\$200,064
Safety Advocacy Program	\$237,894	\$262,466	\$302,280	\$280,506	\$280,506
Risk Management Administration	\$351,580	\$316,598	\$344,519	\$328,122	\$328,122
Vehicle, Collision and Other Liability	\$1,074,573	\$1,691,798	\$996,748	\$1,478,283	\$1,478,283
Workers' Compensation	\$10,037,641	\$5,583,933	\$6,185,569	\$5,974,725	\$5,974,725
Bureau Total	\$11,857,736	\$8,033,399	\$8,025,756	\$8,261,700	\$8,261,700
Department Total	\$11,857,736	\$8,033,399	\$8,025,756	\$8,261,700	\$8,261,700

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Self Insurance					
Litigation - Office of Law	3.0	3.0	3.0	3.0	3.0
Safety Advocacy Program	3.2	3.2	3.2	3.2	3.2
Risk Management Administration	2.5	2.5	2.5	2.5	2.5
Vehicle, Collision and Other Liability	1.7	1.7	1.7	1.7	1.7
Workers' Compensation	7.6	7.6	7.6	7.6	7.6
Bureau Total	18.0	18.0	18.0	18.0	18.0
Department Total	18.0	18.0	18.0	18.0	18.0

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Bureau: Self Insurance

Self-Insurance Fund

Program: Litigation - Office of Law

Program Description:

This program includes one Assistant County Attorney, one Paralegal and one Legal Secretary. This program includes funding for the reimbursement to the Office of Law for expenses incurred in representing the County and Board of Education in legal actions and at Workers Compensation hearings.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$156,048	\$178,604	\$196,640	\$200,064	\$200,064
Total	\$156,048	\$178,604	\$196,640	\$200,064	\$200,064

Highlights of Proposed Budget:

The FY 2003 budget continues funding for staff in this program. The non-personal services are not identifiable since they are integrated into the individual claim cost.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Office Support	1.0	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	3.0	3.0

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Bureau: Self Insurance

Self-Insurance Fund

Program: Safety Advocacy Program

Program Description:

This program accounts for three Safety Coordinators and 25% of a shared Office Support Assistant II who work with departments, agencies and the BOE to help develop and maintain their safety programs. The function includes hazard identification, assessment and correction assistance, program development, OSHA compliance and work-site inspections and training. It also includes the management of the CPR, AED and First Aid training for most departments and agencies.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$162,343	\$177,166	\$221,180	\$198,806	\$198,806
Non-Personal Services	\$75,551	\$85,300	\$81,100	\$81,700	\$81,700
Total	\$237,894	\$262,466	\$302,280	\$280,506	\$280,506

Highlights of Proposed Budget:

The major effort in FY 2002 has been in developing the OSHA 30 hours class. Risk Management has scheduled instructions for supervisors and managers in Central Services and Northern Roads in FY 2002. The goal is to present this program to every supervisor in Central Services, Public Works, Recreation & Parks, Inspections & Permits, and to members of safety committees. This program is intended to provide supervisors with the tools necessary for them to provide a safe work environment for the employees they supervise.

The number of work site inspections decreased because of this new emphasis although the staff continue to inspect trenching and road operations to ensure that the jobs are set up safely. Assistance inspections in response to requests from supervisors continue. As the OSHA 30 hours class is taught, supervisors will be given enough knowledge to be able inspect their work sites.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	3.0	3.0
Office Support	0.2	0.2	0.2	0.2	0.2
Total	3.2	3.2	3.2	3.2	3.2

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Safety Inspections	420.0	400.0	150.0	150.0
Safety Training Classes	175.0	180.0	190.0	200.0

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Bureau: Self Insurance

Self-Insurance Fund

Program: Risk Management Administration

Program Description:

This program accounts for the Safety and Insurance Manager, the Assistant Safety and Insurance Manager , 25% each of a shared Secretary I and Office Support Assistant II. Duties include the management of the Risk Management Office, the commercial insurance programs for the County and Board of Education, the Self-Insurance Fund and the Safety Advocacy Program. This program also provides for operational and strategic management, financial and budget management and office management for Risk Management. Claims management staff training and development costs are also included in this program.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$157,967	\$176,398	\$207,519	\$197,822	\$197,822
Non-Personal Services	\$193,613	\$140,200	\$137,000	\$130,300	\$130,300
Total	\$351,580	\$316,598	\$344,519	\$328,122	\$328,122

Highlights of Proposed Budget:

The FY 2003 budget continues funding for staff and activities in this program. The implementation of the claims management software - STARS - is an ongoing project. This software will lead to better manage claims and facilitate gathering information that both the auditor and the actuary want.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Office Support	0.5	0.5	0.5	0.5	0.5
Total	2.5	2.5	2.5	2.5	2.5

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Bureau: Self Insurance

Self-Insurance Fund

Program: Vehicle, Collision and Other Liability

Program Description:

This program includes one Claims Adjuster, 25% of a shared Claim Adjuster, 50% of a shared Office Support Assistant II. This program includes the funding for auto liability; auto collision and other liability claims for the County and the Board of Education along with covered volunteers and Officers and Directors coverage for the Community College. Also included is the cost to administer those claims.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$98,970	\$101,498	\$111,748	\$113,483	\$113,483
Non-Personal Services	\$975,603	\$1,590,300	\$885,000	\$1,364,800	\$1,364,800
Total	\$1,074,573	\$1,691,798	\$996,748	\$1,478,283	\$1,478,283

Highlights of Proposed Budget:

The FY 2003 budget continues funding for staff and activities in this program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.2	1.2	1.2	1.2	1.2
Office Support	0.5	0.5	0.5	0.5	0.5
Total	1.7	1.7	1.7	1.7	1.7

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Number of Miscellaneous Claims	520.0	546.0	500.0	500.0
Number of Other Liability Claims	163.0	94.0	94.0	90.0
Number of Vehicle Liability/Collision Claims	828.0	637.0	778.0	600.0

Self Insurance Fund

Fiscal Year 2003 Approved Budget

Bureau: Self Insurance

Self-Insurance Fund

Program: Workers' Compensation

Program Description:

This program includes two Claims Adjustors and 75% of a shared Claim Adjuster, one Assistant Claims Adjuster, and three Office Support Assistant II and 75% of a shared Secretary I. This program includes funding for the payment of medical, indemnity and adjustment expenses for Workers' Compensation claims. The employees and covered volunteers of the County and Board of Education, along with the employees of the Community College, the Library, the Soil Conservation District and school nurses employed by the Health Department are covered for injuries and illness that are within the scope of the Workers' Compensation Statute.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$257,804	\$294,133	\$326,663	\$329,625	\$329,625
Non-Personal Services	\$9,779,837	\$5,289,800	\$5,858,906	\$5,645,100	\$5,645,100
Total	\$10,037,641	\$5,583,933	\$6,185,569	\$5,974,725	\$5,974,725

Highlights of Proposed Budget:

This program accounts for the largest portion of the Self-Insurance budget and activity. With the recent increase in the number and value of awards being made by the Workers' Compensation Commission, the amount of reserves and expenditure has increased. There are approximately 15,000 employees who are provided coverage by this program. The Fund manages claims with in-house staff to retain the most control of services and costs. Working directly with department managers and the Office of Personnel, the Fund addresses return to work issues, work place modifications, and coordination of medical treatment. With the use of STARS claims management software, the Fund is beginning to develop the data in the system to use time and resources more efficiently as a means of improving service.

The non-personnel services are the projected actuarial costs of Workers' Compensation claims; the County's actuary projects that the overwhelming majority of the growth in costs is attributable to workers compensations claims from police and fire officers. The FY2001 actual figure includes a large increase in the actuarially determined reserve for claims incurred but not reported. This has resulted in a retained earnings deficit of \$1.8 million as of June 30, 2001 which will be eliminated through increased County contributions in FY2003, FY2004 and FY2005.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

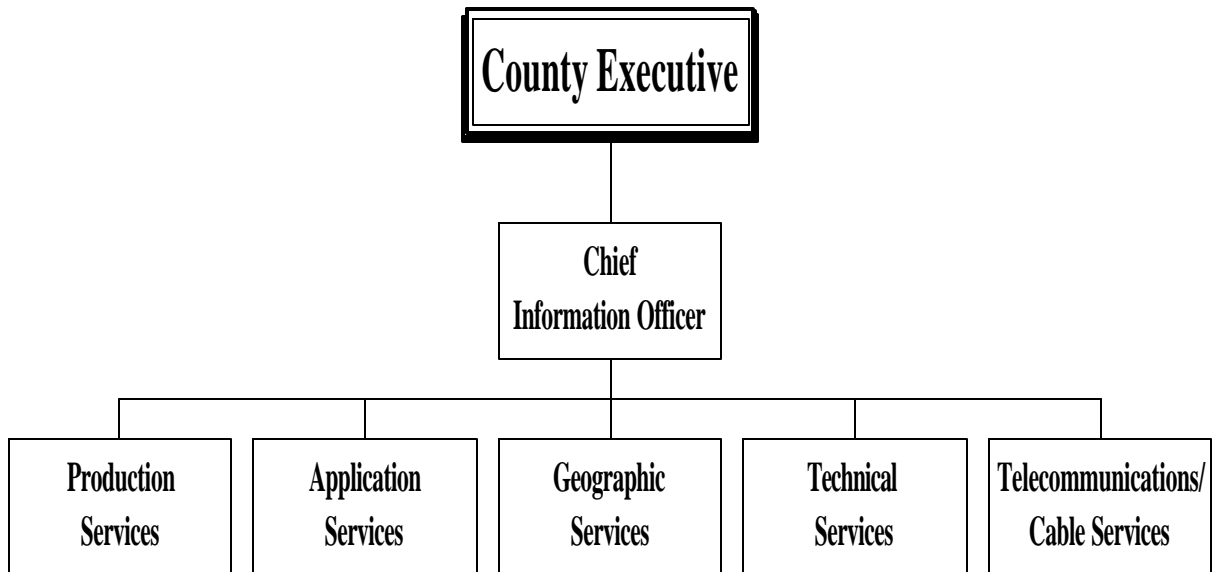
Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.8	3.8	3.8	3.8	3.8
Office Support	3.8	3.8	3.8	3.8	3.8
Total	7.6	7.6	7.6	7.6	7.6

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Number of Claims	1,770.0	1,682.0	1,756.0	1,500.0

OFFICE OF INFORMATION SERVICES



Office of Information Services

Fiscal Year 2003 Approved Budget

Department Mission:

It is the mission of the Office of Information Services to provide value, leadership and support that facilitates the identification, implementation and use of technology to support the Citizens while enhancing the mission and the business requirements of the Anne Arundel County Government. Essential services provided will include: a high-quality, secure technology infrastructure, professional resources, business and geographic data, computing and network applications, telecommunications, video services and Cable Television Administration.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$0	\$0	\$6,182,800	\$6,182,800
Contractual Services	\$0	\$0	\$3,389,900	\$3,389,900
Supplies & Materials	\$0	\$0	\$207,100	\$207,100
Business & Travel	\$0	\$0	\$218,200	\$218,200
Capital Outlay	\$0	\$0	\$3,047,700	\$3,047,700
Total	\$0	\$0	\$13,045,700	\$13,045,700

Department Overview:

In an effort to maintain a strategic information technology plan aligned to County business goals and objectives, this new department has been formed by the reorganization of current resources. The personnel in this new department migrate from various locations throughout county government. The bulk are from the Central Services Information Services (69). The remainder have been transferred from other agencies to include the Department of Public Works (12), Central Services Telecommunications (4), Central Services Administration (2), Planning and Zoning (2), Inspection and Permits (2) and the Detention Center (1). This gives the new Department of Information Technology 92 positions to carry out its mission with no net change in the number of positions countywide.

The programs listed under Administration, Production Services, Application Services, Technical Services and Telecommunications were previously funded in Central Services. Geographic Services is a portion of the GIS program previously funded in Planning and Zoning. Cable Television is a program previously funded in Inspection and Permits.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Management/Professional	0.0	0.0	0.0	84.5	84.5
Technical	0.0	0.0	0.0	2.0	2.0
Office Support	0.0	0.0	0.0	5.5	5.5
Total	0.0	0.0	0.0	92.0	92.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Administration					
Administration	\$0	\$0	\$0	\$834,700	\$834,700
Bureau Total	\$0	\$0	\$0	\$834,700	\$834,700
Production Services					
Data Center Operations	\$0	\$0	\$0	\$1,226,600	\$1,226,600
Data entry	\$0	\$0	\$0	\$40,400	\$40,400
Help Center	\$0	\$0	\$0	\$822,100	\$822,100
Personal computer replacement, upgrades	\$0	\$0	\$0	\$1,657,000	\$1,657,000
Bureau Total	\$0	\$0	\$0	\$3,746,100	\$3,746,100
Application Services					
Systems & programming	\$0	\$0	\$0	\$2,178,000	\$2,178,000
Bureau Total	\$0	\$0	\$0	\$2,178,000	\$2,178,000
Technical Services					
Circuit Court Audio Visual	\$0	\$0	\$0	\$75,500	\$75,500
County Home Page/Intranet	\$0	\$0	\$0	\$322,600	\$322,600
Data Cable Installation	\$0	\$0	\$0	\$128,600	\$128,600
Enterprise functions	\$0	\$0	\$0	\$2,123,100	\$2,123,100
Network administration	\$0	\$0	\$0	\$392,500	\$392,500
One World	\$0	\$0	\$0	\$744,300	\$744,300
Police/Fire 911	\$0	\$0	\$0	\$415,800	\$415,800
Bureau Total	\$0	\$0	\$0	\$4,202,400	\$4,202,400
Geographic Services					
GIS	\$0	\$0	\$0	\$1,035,600	\$1,035,600
Bureau Total	\$0	\$0	\$0	\$1,035,600	\$1,035,600
Telecommunications					
Telecommunications	\$0	\$0	\$0	\$740,900	\$740,900
Bureau Total	\$0	\$0	\$0	\$740,900	\$740,900
Cable Television					
Cable television	\$0	\$0	\$0	\$308,000	\$308,000
Bureau Total	\$0	\$0	\$0	\$308,000	\$308,000
Department Total	\$0	\$0	\$0	\$13,045,700	\$13,045,700

Office of Information Services

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Administration					
Administration	0.0	0.0	0.0	5.0	5.0
Bureau Total	0.0	0.0	0.0	5.0	5.0
Production Services					
Data Center Operations	0.0	0.0	0.0	12.0	12.0
Data entry	0.0	0.0	0.0	1.0	1.0
Help Center	0.0	0.0	0.0	13.7	13.7
Personal computer replacement, upgrades	0.0	0.0	0.0	0.3	0.3
Bureau Total	0.0	0.0	0.0	27.0	27.0
Application Services					
Systems & programming	0.0	0.0	0.0	22.0	22.0
Bureau Total	0.0	0.0	0.0	22.0	22.0
Technical Services					
Circuit Court Audio Visual	0.0	0.0	0.0	1.0	1.0
County Home Page/Intranet	0.0	0.0	0.0	2.0	2.0
Data Cable Installation	0.0	0.0	0.0	1.0	1.0
Enterprise functions	0.0	0.0	0.0	11.0	11.0
Network administration	0.0	0.0	0.0	4.0	4.0
One World	0.0	0.0	0.0	3.0	3.0
Police/Fire 911	0.0	0.0	0.0	3.0	3.0
Bureau Total	0.0	0.0	0.0	25.0	25.0
Geographic Services					
GIS	0.0	0.0	0.0	5.0	5.0
Bureau Total	0.0	0.0	0.0	5.0	5.0
Telecommunications					
Telecommunications	0.0	0.0	0.0	6.0	6.0
Bureau Total	0.0	0.0	0.0	6.0	6.0
Cable Television					
Cable television	0.0	0.0	0.0	2.0	2.0
Bureau Total	0.0	0.0	0.0	2.0	2.0
Department Total	0.0	0.0	0.0	92.0	92.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Administration

General Fund

Program: Administration

Program Description:

This program accounts for the staff which supports the entire department. Duties include overseeing all activities of Information Technology, including all computer and network related functions for the County. Providing operational and strategic management, financial and budget management, and office management activities for the department. All division staff training and associated costs are also included within this function.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$422,100	\$422,100
Non-Personal Services	\$0	\$0	\$0	\$412,600	\$412,600
Total	\$0	\$0	\$0	\$834,700	\$834,700

Highlights of Proposed Budget:

The FY2003 budget continues funding for the Information Services Manager, Management Assistant I, and Secretary I. This program also includes a position transferred from the Department of Public Works as well as a position transferred from Central Services and reallocated to a Chief Information Officer. In addition, increases in staff training are proposed to keep pace with technological changes and other Internet-related staff re-training efforts currently in progress.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	4.0	4.0
Office Support	0.0	0.0	0.0	1.0	1.0
Total	0.0	0.0	0.0	5.0	5.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Production Services

General Fund

Program: Data Center Operations

Program Description:

This program provides for all enterprise 24/7 Data Center operations, including quality controls, staffing, equipment operations, and disaster recovery and avoidance functions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$738,800	\$738,800
Non-Personal Services	\$0	\$0	\$0	\$487,800	\$487,800
Total	\$0	\$0	\$0	\$1,226,600	\$1,226,600

Highlights of Proposed Budget:

The FY2003 budget includes funding for staff and ancillary costs associated with operations of the Data Center, including hot site Disaster Recovery services.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	8.0	8.0
Office Support	0.0	0.0	0.0	4.0	4.0
Total	0.0	0.0	0.0	12.0	12.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual problem incidents	0.0	0.0	0.0	168.0
Annual production jobs processed	0.0	0.0	0.0	34,800.0
Combined Server availability average	0.0	0.0	0.0	99.0
Production programs supported	0.0	0.0	0.0	11,000.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Production Services

General Fund

Program: Data entry

Program Description:

This program provides for all enterprise and specialized data entry functions, including property tax, utility billing and other miscellaneous County functions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$36,500	\$36,500
Non-Personal Services	\$0	\$0	\$0	\$3,900	\$3,900
Total	\$0	\$0	\$0	\$40,400	\$40,400

Highlights of Proposed Budget:

As a result of the new ADP system, this program experienced a reduction in personal services from prior years. This reflects the reallocation of one position due to workload adjustments.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	0.5	0.5
Office Support	0.0	0.0	0.0	0.5	0.5
Total	0.0	0.0	0.0	1.0	1.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Production Services

General Fund

Program: Help Center

Program Description:

This program provides for all assistance calls, including hardware and software, computers, printers, servers, passwords, network, etc. The Help Center provides these services Countywide and uses sophisticated software to perform proactive assistance and resolution to problem related issues in an efficient and timely manner.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$647,300	\$647,300
Non-Personal Services	\$0	\$0	\$0	\$174,800	\$174,800
Total	\$0	\$0	\$0	\$822,100	\$822,100

Highlights of Proposed Budget:

In FY2003, funding of supplemental PC technical support continues at \$150,000. This program experienced an increase in personnel reflecting one position transferred as a result of the closing of the Central Stores Fund, as well as two positions from the Department of Public Works, one position from the Detention Center and one position from Central Services Administration.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	12.7	12.7
Technical	0.0	0.0	0.0	1.0	1.0
Total	0.0	0.0	0.0	13.7	13.7

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
# of Help Center Calls processed monthly	0.0	0.0	0.0	1,500.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Production Services

General Fund

Program: Personal computer replacement, upgrades

Program Description:

This program provides for the replacement and upgrade of all PC's purchased for County Departments by the Department of Information Technology. A regular PC replacement cycle has proven effective in maintaining technology compatibility with industry standards and application advancements to maximize staff productivity.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$25,000	\$25,000
Non-Personal Services	\$0	\$0	\$0	\$1,632,000	\$1,632,000
Total	\$0	\$0	\$0	\$1,657,000	\$1,657,000

Highlights of Proposed Budget:

The FY2003 budget is estimated to replace approximately 903 desktop and laptop PC units with standard County issue equipment on a purchase basis. Additionally, other PC hardware and software upgrades will be completed.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	0.3	0.3
Total	0.0	0.0	0.0	0.3	0.3

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Number of PC's supported	0.0	0.0	0.0	2,600.0
PC's replaced/installed	0.0	0.0	0.0	903.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Application Services

General Fund

Program: Systems & programming

Program Description:

This program provides for enterprise and departmental computer program application development and maintenance support. Additionally, all commercial computer applications are supported from this area. Four core application support areas include: Administration and Finance, Human Resources, Land Use and Public Safety.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$1,655,300	\$1,655,300
Non-Personal Services	\$0	\$0	\$0	\$522,700	\$522,700
Total	\$0	\$0	\$0	\$2,178,000	\$2,178,000

Highlights of Proposed Budget:

This program increased in personal services which reflects one position transferred from the Department of Public Works as well as adjustments made to personal services. In addition, this program includes contractual support for specialized application maintenance and support services as well as e-commerce associated activities.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	22.0	22.0
Total	0.0	0.0	0.0	22.0	22.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual development requests completed	0.0	0.0	0.0	130.0
Annual development requests received	0.0	0.0	0.0	120.0
Avg. monthly development requests open	0.0	0.0	0.0	65.0
Time spent on maintenance development	0.0	0.0	0.0	60.0
Time spent on new development	0.0	0.0	0.0	40.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Technical Services

General Fund

Program: Circuit Court Audio Visual

Program Description:

This program supports courthouse complex audio/visual systems including the CourtSmart recording, bailbond review, courtroom presentation system, and all associated computer hardware and software.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$75,500	\$75,500
Total	\$0	\$0	\$0	\$75,500	\$75,500

Highlights of Proposed Budget:

The FY2003 budget includes funding for one position to support the courthouse.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	1.0	1.0
Total	0.0	0.0	0.0	1.0	1.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Court A/V presentations/hearings	0.0	0.0	0.0	420.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Technical Services

General Fund

Program: County Home Page/Intranet

Program Description:

This program provides for County Internet Home Page Administration and internal Intranet Administration. Also, County Home Page hosting services are provided for as well as the County's high speed Internet connection.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$144,800	\$144,800
Non-Personal Services	\$0	\$0	\$0	\$177,800	\$177,800
Total	\$0	\$0	\$0	\$322,600	\$322,600

Highlights of Proposed Budget:

This program experienced a decrease in non-personal services from FY2002 which reflects completion of internet e-commerce projects.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	2.0	2.0
Total	0.0	0.0	0.0	2.0	2.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual County Home Page Hits	0.0	0.0	0.0	175,000.0
Annual Electronic Commerce transactions	0.0	0.0	0.0	3,000.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Technical Services

General Fund

Program: Data Cable Installation

Program Description:

This program supports all computer data cable installation functions necessary to support the County network and PC's. These functions are performed in approximately 85 County buildings.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$49,600	\$49,600
Non-Personal Services	\$0	\$0	\$0	\$79,000	\$79,000
Total	\$0	\$0	\$0	\$128,600	\$128,600

Highlights of Proposed Budget:

This program experienced a decrease in non-personal services from FY2002 which is due to completion of re-cabling functions necessary for the Heritage complex.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Technical	0.0	0.0	0.0	1.0	1.0
Total	0.0	0.0	0.0	1.0	1.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Data Cable Installations Completed	0.0	0.0	0.0	400.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Technical Services

General Fund

Program: Enterprise functions

Program Description:

This program provides for enterprise computer systems administration including complex operating system support for computer hardware. In addition, this program accounts for computer hardware and software maintenance at the enterprise level.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$863,600	\$863,600
Non-Personal Services	\$0	\$0	\$0	\$1,259,500	\$1,259,500
Total	\$0	\$0	\$0	\$2,123,100	\$2,123,100

Highlights of Proposed Budget:

This program experienced an increase in personal services which reflects the Administrations re-allocation of a position as well as one position transferred from the Department of Public Works. The non-personal services has increased from FY2002 and is due to the transfer of contractual programming services from the Department of Public Works.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	11.0	11.0
Total	0.0	0.0	0.0	11.0	11.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Annual Electronic Mail messages processed	0.0	0.0	0.0	9,544,800.0
On-line transactions processed	0.0	0.0	0.0	36,400,000.0
System environment complexity	0.0	0.0	0.0	8.0
System Servers supported	0.0	0.0	0.0	82.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Technical Services

General Fund

Program: Network administration

Program Description:

This program supports all enterprise data network architecture and systems administration including use of 120 miles of fiber optic cable and the Wireless networking data infrastructure.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$239,100	\$239,100
Non-Personal Services	\$0	\$0	\$0	\$153,400	\$153,400
Total	\$0	\$0	\$0	\$392,500	\$392,500

Highlights of Proposed Budget:

Included in the FY2003 budget is \$31,000 to continue expansion of wireless networking into other County departments, Millersville Garage and various County meeting facilities. The increase in personnel reflects two positions transferred from the Department of Public Works. The reduction in non-personal services is attributable to the completion of network upgrade and security projects.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	4.0	4.0
Total	0.0	0.0	0.0	4.0	4.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Estimated Network utilization	0.0	0.0	0.0	50.0
Network complexity	0.0	0.0	0.0	9.0
Network locations supported	0.0	0.0	0.0	120.0
Supported devices attached to Network	0.0	0.0	0.0	4,000.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Technical Services

General Fund

Program: One World

Program Description:

This program provides complex technical support for all enterprise Financial applications (OneWorld).

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$174,300	\$174,300
Non-Personal Services	\$0	\$0	\$0	\$570,000	\$570,000
Total	\$0	\$0	\$0	\$744,300	\$744,300

Highlights of Proposed Budget:

The FY2003 budget continues funding for staff and ancillary commercial software maintenance costs. Decreases in non-personal services reflects the completion of contractual computer hardware server equipment obligations.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	3.0	3.0
Total	0.0	0.0	0.0	3.0	3.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Technical Services

General Fund

Program: Police/Fire 911

Program Description:

This program supports Police/Fire E911 Computer Aided Dispatch on a 24/7 basis, including all computer hardware and software, associated maintenance and network services.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$208,400	\$208,400
Non-Personal Services	\$0	\$0	\$0	\$207,400	\$207,400
Total	\$0	\$0	\$0	\$415,800	\$415,800

Highlights of Proposed Budget:

This program experienced an increase in non-personal services which reflects miscellaneous hardware and software purchases which have been funded through the FAST Fund in prior years.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	3.0	3.0
Total	0.0	0.0	0.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
E911 Fire incidents processed	0.0	0.0	0.0	65,500.0
E911 Police incidents processed	0.0	0.0	0.0	383,500.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Geographic Services

General Fund

Program: GIS

Program Description:

This program supports centralized Geographic Information System (GIS) functions for the entire County, including: development and maintenance of the Cadastral layer, Street Centerline development and maintenance, GIS data maintenance, GIS data standards, GIS Aerial photography and topography, GIS data access tool administration (MapOptix and CountyView).

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$330,000	\$330,000
Non-Personal Services	\$0	\$0	\$0	\$705,600	\$705,600
Total	\$0	\$0	\$0	\$1,035,600	\$1,035,600

Highlights of Proposed Budget:

This is a newly created program which includes three positions transferred from the Department of Public Works and two positions transferred from the Office of Planning and Zoning. Included in the non-personal services are \$420,000 for hardware purchases, \$265,000 for contractual support in developing the cadastral layer and \$20,000 for software licenses.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	5.0	5.0
Total	0.0	0.0	0.0	5.0	5.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Telecommunications

General Fund

Program: Telecommunications

Program Description:

This program coordinates Anne Arundel County's phone, radio, and computer communications systems. Some of the functions performed by this program include writing specifications, evaluating bid proposals and coordinating installations and repair of phone systems. Management of the 800MHz radio system, pagers, wireless phones as well as representing the county in 911 communication issues are also handled within this program.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$416,300	\$416,300
Non-Personal Services	\$0	\$0	\$0	\$324,600	\$324,600
Total	\$0	\$0	\$0	\$740,900	\$740,900

Highlights of Proposed Budget:

The non-personal service expenses are related to maintenance contracts on the County's telecommunication towers. The personnel reflects the separation of the three switchboard operators from the original Telecommunications Division which will remain in Central Services. In addition, two positions are added from the Department of Public Works.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	6.0	6.0
Total	0.0	0.0	0.0	6.0	6.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Repair calls	0.0	0.0	0.0	1,600.0
Telephone lines	0.0	0.0	0.0	42,000.0
Telephone systems per year	0.0	0.0	0.0	160.0
Cellular phones per year	0.0	0.0	0.0	725.0
Pagers per year	0.0	0.0	0.0	1,185.0

Office of Information Services

Fiscal Year 2003 Approved Budget

Bureau: Cable Television

General Fund

Program: Cable television

Program Description:

The Cable Administration Office's responsibility is to regulate the cable television industry within Anne Arundel County. Its primary focus includes, but is not limited to, setting customer service standards and negotiating franchise agreements to provide services to the citizens. In addition, this program is overseeing the development of the Public, Educational and Governmental program (PEG).

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$0	\$0	\$156,200	\$156,200
Non-Personal Services	\$0	\$0	\$0	\$151,800	\$151,800
Total	\$0	\$0	\$0	\$308,000	\$308,000

Highlights of Proposed Budget:

This program has been transferred from the Department of Inspections and Permits. The non-personal services includes management services for the production of 144 informational programs as well as temporary administrative support.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

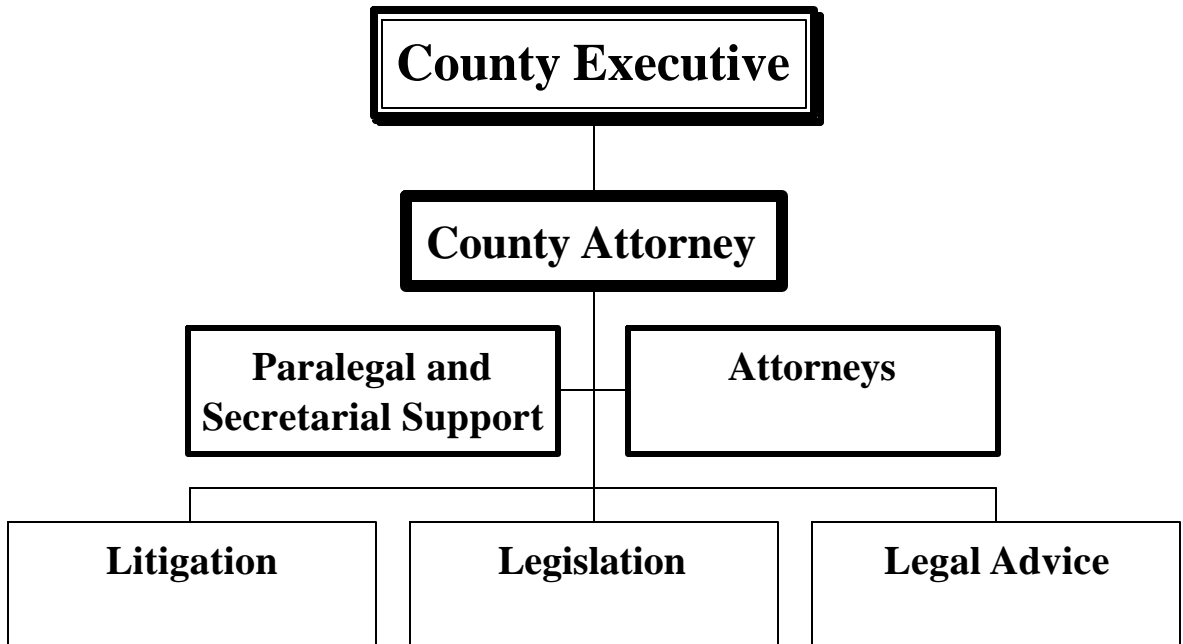
Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	0.0	0.0	2.0	2.0
Total	0.0	0.0	0.0	2.0	2.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Video production hours annually	0.0	0.0	0.0	1,500.0

Office of Law



Office of Law

Fiscal Year 2003 Approved Budget

Department Mission:

The Office of Law provides virtually all legal services to the Executive and Legislative branches of County Government and to certain other specified agencies or entities. These services include extensive litigation, contract review, advice, opinions, and the drafting of legislation. The mission of the Office of Law is to provide high quality legal representation and advice on a timely basis to all clients.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$1,760,100	\$1,830,000	\$2,067,000	\$2,067,000
Contractual Services	\$127,900	\$127,900	\$244,300	\$244,300
Supplies & Materials	\$33,400	\$33,400	\$33,400	\$33,400
Business & Travel	\$49,900	\$49,900	\$49,900	\$49,900
Capital Outlay	\$7,300	\$7,300	\$7,300	\$7,300
Grants, Contributions & Other	\$9,000	\$294,000	\$9,000	\$9,000
Total	\$1,987,600	\$2,342,500	\$2,410,900	\$2,410,900

Department Overview:

The Office of Law provides legal services for the County and its offices, departments, boards, commissions and agencies, including the County Council. The office also provides certain legal services for the Department of Social Services, the Board of Education, and the Community College. It issues, upon request, advice and opinions on legal questions affecting the interests of the County. It reviews all deeds, bonds, contracts, releases, agreements, and other legal papers, documents, and legal instruments involving the county's interest for legal sufficiency and form. The office handles virtually all civil litigation in which the County or its officers and employees are involved. In addition to its duties in civil and administrative law, the office has undertaken certain responsibilities in the area of criminal law. Currently, there are Assistant County Attorneys cross-designated as Special Assistant State's Attorneys by the State's Attorney and they prosecute violations of the county's zoning and construction codes when those violations are charged as misdemeanors. The office also drafts legislation for introduction in the County Council and the Maryland General Assembly. The office must review any ordinance passed by the County Council and advise the County Executive as to its legality before the County Executive signs the legislation. The office performs such additional duties as may be provided by ordinance, not inconsistent with the Charter.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	2.0	2.0	2.0	2.0	2.0
Management/Professional	29.0	29.0	29.0	29.0	29.0
Other	2.0	4.0	4.0	4.8	4.8
Total	33.0	35.0	35.0	35.8	35.8

Office of Law

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Administration					
Law Office Administration	\$0	\$601,300	\$609,400	\$450,900	\$450,900
Bureau Total	\$0	\$601,300	\$609,400	\$450,900	\$450,900
Litigation					
Civil Litigation	\$1,270,143	\$934,800	\$1,041,200	\$1,013,500	\$1,013,500
Self-Insurance Fund	\$424,986	\$0	\$0	\$0	\$0
Social Service Representation	\$8,102	\$0	\$0	\$0	\$0
Bureau Total	\$1,703,231	\$934,800	\$1,041,200	\$1,013,500	\$1,013,500
Legislation					
Legislation	\$110,869	\$165,800	\$219,200	\$305,000	\$305,000
Bureau Total	\$110,869	\$165,800	\$219,200	\$305,000	\$305,000
Legal Advice					
Legal Advice	\$0	\$640,600	\$438,400	\$641,500	\$641,500
Bureau Total	\$0	\$640,600	\$438,400	\$641,500	\$641,500
Department Total	\$1,814,100	\$2,342,500	\$2,308,200	\$2,410,900	\$2,410,900

Office of Law

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Administration					
Law Office Administration	0.0	2.0	2.0	2.0	2.0
Bureau Total	0.0	2.0	2.0	2.0	2.0
Litigation					
Civil Litigation	18.9	14.7	16.5	16.5	16.5
Self-Insurance Fund	9.4	3.0	3.0	3.0	3.0
Social Service Representation	3.0	3.0	3.0	3.0	3.0
Bureau Total	31.3	20.7	22.5	22.5	22.5
Legislation					
Legislation	1.7	2.3	3.4	3.4	3.4
Bureau Total	1.7	2.3	3.4	3.4	3.4
Legal Advice					
Legal Advice	0.0	10.1	7.1	7.9	7.9
Bureau Total	0.0	10.1	7.1	7.9	7.9
Department Total	33.0	35.0	35.0	35.8	35.8

Office of Law

Fiscal Year 2003 Approved Budget

Bureau: Administration

General Fund

Program: Law Office Administration

Program Description:

Law Office Administration accounts for the activities of the Management Assistant II and the Secretary I and for all non-personal services within the Office of Law. The Secretary I is responsible for answering incoming telephone calls, ordering supplies, tracking time and attendance, maintenance of the library, and level one OneWorld entries. The duties of the Management Assistant II include personnel management, budget preparation and maintenance, basic computer and software maintenance, and approval level of OneWorld entries.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$98,800	\$109,400	\$107,000	\$107,000
Non-Personal Services	\$0	\$502,500	\$500,000	\$343,900	\$343,900
Total	\$0	\$601,300	\$609,400	\$450,900	\$450,900

Highlights of Proposed Budget:

This is the first fiscal year that the Law Office Administration has been designated as a program. Non-personal services costs incurred by the Office of Law for the Department of Social Services and Self Insurance Fund personal are included in this program. This program contains the turnover and overtime amounts within Personal Services for FY02 and FY03. During FY2002 an additional appropriation to the Law Office in the amount of \$275,000 was made from the Chief Administrative Officer's Contingency Account for legal costs associated with the David Taylor project. An appropriation of \$100,000 to continue legal support for the David Taylor Project is included in this program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	0.0	2.0	2.0	2.0	2.0
Total	0.0	2.0	2.0	2.0	2.0

Office of Law

Fiscal Year 2003 Approved Budget

Bureau: Litigation

General Fund

Program: Civil Litigation

Program Description:

The Litigation program provides representation to the County or its officers and employees in civil litigation matters exclusive of the Self-Insurance Fund, and including bankruptcy and collection matters.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$1,171,436	\$934,800	\$1,041,200	\$1,013,500	\$1,013,500
Non-Personal Services	\$98,707	\$0	\$0	\$0	\$0
Total	\$1,270,143	\$934,800	\$1,041,200	\$1,013,500	\$1,013,500

Highlights of Proposed Budget:

Approximately 46 percent of the Office of Law personnel are dedicated to civil litigation activities. Performance measures for FY2000 include all litigation within the Office of Law. Non-personal service costs for FY2003 are included in the Law Office's budget for Administration.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	1.0	0.0	0.1	0.1	0.1
Management/Professional	17.1	11.7	12.7	12.7	12.7
Other	0.8	3.0	3.8	3.8	3.8
Total	18.9	14.7	16.5	16.5	16.5

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Matters/Cases Handled	1,085.0	654.0	955.0	1,394.0

Office of Law

Fiscal Year 2003 Approved Budget

Bureau: Litigation

General Fund

Program: Self-Insurance Fund

Program Description:

The Self-Insurance Fund program represents the County or its officers and employees in civil litigation matters, including Worker's Compensation claims, as mandated by Article 2, Section 5-105.2 of the County Code.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$401,635	\$0	\$0	\$0	\$0
Non-Personal Services	\$23,351	\$0	\$0	\$0	\$0
Total	\$424,986	\$0	\$0	\$0	\$0

Highlights of Proposed Budget:

Approximately 8 percent of the Office of Law personnel are dedicated to this program. Personnel services costs for three Law Office employees - an attorney, a paralegal and a legal secretary, are funded by the Self Insurance Fund.

Non-personal services costs for FY2003 are requested in the Law Office's budget for Administration. Performance indicators for FY2000 are counted in the Civil Litigation program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	8.2	3.0	3.0	3.0	3.0
Other	1.2	0.0	0.0	0.0	0.0
Total	9.4	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Matters/Cases Handled	0.0	66.0	78.0	92.0

Office of Law

Fiscal Year 2003 Approved Budget

Bureau: Litigation

General Fund

Program: Social Service Representation

Program Description:

State law (Article 88A, Section 7(a)) requires the Office of Law to represent the Anne Arundel County Department of Social Services, (a State agency), in Child in Need of Assistance cases before the Circuit Court for Anne Arundel County, sitting as the juvenile court; and in termination of parental rights cases before the Circuit Court.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-Personal Services	\$8,102	\$0	\$0	\$0	\$0
Total	\$8,102	\$0	\$0	\$0	\$0

Highlights of Proposed Budget:

The Office of Law dedicates two attorneys and a legal secretary to this activity. Personnel funding is provided by the State through the Department of Social Services. Non-Personal Service costs for FY2003 are appropriated in the Law Office's budget for Administration. Performance indicators for FY2000 are counted in the Civil Litigation program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	3.0	3.0
Total	3.0	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Matters/Cases Handled	0.0	147.0	225.0	344.0

Office of Law

Fiscal Year 2003 Approved Budget

Bureau: Legislation

General Fund

Program: Legislation

Program Description:

The Legislation program encompasses reviewing all ordinances passed by the County Council and advising the County Executive as to their legality prior to signing. Additionally, the Office of Law is responsible for drafting ordinances and resolutions.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$100,409	\$155,800	\$219,200	\$305,000	\$305,000
Non-Personal Services	\$10,460	\$10,000	\$0	\$0	\$0
Total	\$110,869	\$165,800	\$219,200	\$305,000	\$305,000

Highlights of Proposed Budget:

Approximately 10 percent of the Office of Law personnel are dedicated to this program. During FY2002, additional funding of \$10,000 was provided to this office from the Chief Administrative Officer's Contingency account for outside counsel utilized for drafting revisions to the Ethics law.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	1.0	1.0	1.2	1.2	1.2
Management/Professional	0.7	1.3	2.2	2.2	2.2
Total	1.7	2.3	3.4	3.4	3.4

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Matters/Cases handled	95.0	126.0	128.0	130.0

Office of Law

Fiscal Year 2003 Approved Budget

Bureau: Legal Advice

General Fund

Program: Legal Advice

Program Description:

The Legal Advice program encompasses the review of legal papers and the provision of legal opinions for the County and all of its offices, departments, boards, commissions, and agencies, including the County Council. Pursuant to Charter Section 526, the County Attorney approves all contracts and other legal instruments for form and legal sufficiency prior to execution by the County.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$0	\$640,600	\$438,400	\$641,500	\$641,500
Non-Personal Services	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$640,600	\$438,400	\$641,500	\$641,500

Highlights of Proposed Budget:

Approximately 22 percent of the personnel in the Office of Law are dedicated to this program. The Legal Advice program was part of the Legal Counsel and Personnel programs in FY2001. Fiscal Year 2001 figures are set forth in the Civil Litigation program. During FY2002, funding was provided by the Department of Public Works to acquire additional legal services for that agency by the Office of Law. In FY2003 additional funding of \$60,000 is approved in the Office of Law to continue these services.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

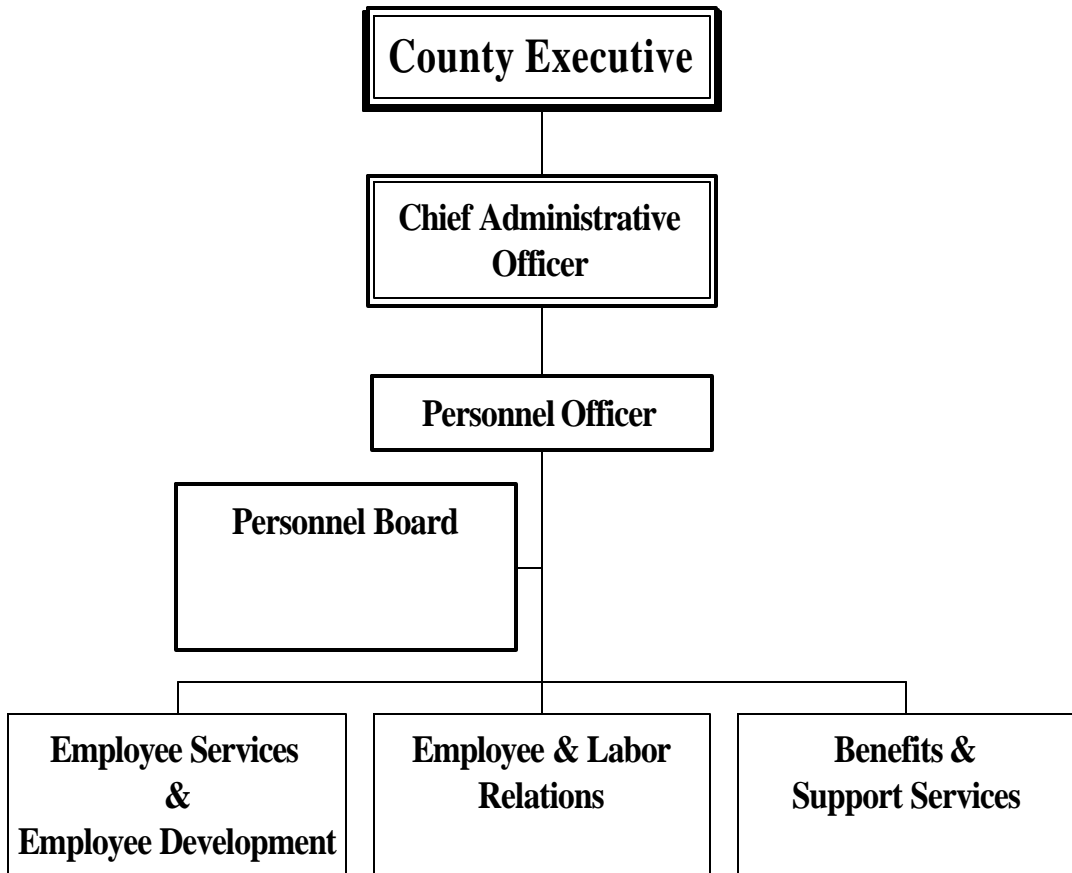
Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	0.0	1.0	0.8	0.8	0.8
Management/Professional	0.0	8.1	6.2	6.2	6.2
Other	0.0	1.0	0.2	1.0	1.0
Total	0.0	10.1	7.1	7.9	7.9

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Matters/Cases Opened	1,085.0	742.0	866.0	1,013.0

Office of Personnel



Office of Personnel

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Office of Personnel is to provide Anne Arundel County Government and its employees, (current, former, and prospective), with outstanding human resources administration and benefit services that are professional in quality, responsive to operational needs.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$7,195,600	\$7,015,300	\$8,289,100	\$8,289,100
Contractual Services	\$1,572,500	\$1,832,500	\$1,592,000	\$1,592,000
Supplies & Materials	\$115,200	\$115,200	\$100,300	\$100,300
Business & Travel	\$239,900	\$239,900	\$239,900	\$239,900
Grants, Contributions & Other	\$500	\$500	\$0	\$0
Total	\$9,123,700	\$9,203,400	\$10,221,300	\$10,221,300

Department Overview:

The general fund budget for the Office of Personnel is divided into three bureaus as follows:

Administration - This budget funds all activities connected with recruitment, examination, and placement of employees; staffing studies, position analysis and salary surveys; administration and maintenance of employee and retiree benefit programs; performance evaluation, payroll administration, all personnel transactions and records; and development and implementation of employee training programs.

Personnel Board - The Personnel Board is appointed by the County Executive and confirmed by resolution of the County Council. The primary duty of the Board is to hear appeals from any action designated by law or collective bargaining agreement to be subject to grievance procedures. This budget provides funds for hearing transcripts, legal services and funds for grievance arbitration.

Other Personnel Payments - This budget includes unemployment compensation, health insurance payments for retirees, administrative costs for employee benefit plans, and other payments to certain retirees and widows.

In addition, the office is responsible for two non-general funds - The Health Insurance Fund and the Pension System Trust Fund. Both funds receive revenues from other county funds and serve as the legal appropriation for the payment of expenses.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	2.0	2.0	2.0	2.0	2.0
Management/Professional	39.0	42.0	42.0	42.0	42.0
Other	0.9	0.9	0.9	0.9	0.9
Total	41.9	44.9	44.9	44.9	44.9

Office of Personnel

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Employee Development / Services					
Classification and Compensation	\$224,737	\$266,900	\$264,100	\$300,600	\$300,600
Employee Development	\$293,758	\$558,900	\$642,800	\$676,000	\$676,000
Recruitment	\$639,428	\$642,700	\$658,600	\$744,000	\$744,000
Bureau Total	\$1,157,923	\$1,468,500	\$1,565,500	\$1,720,600	\$1,720,600
Employee Records / Payroll					
HRIS Management	\$55,863	\$316,500	\$65,600	\$82,300	\$82,300
Payroll / Disbursements	\$38,192	\$45,800	\$46,000	\$49,800	\$49,800
Payroll / Time and Attendance	\$489,343	\$660,600	\$662,200	\$689,000	\$689,000
Employee Record Maintenance	\$619,048	\$832,000	\$837,500	\$803,000	\$803,000
Bureau Total	\$1,202,446	\$1,854,900	\$1,611,300	\$1,624,100	\$1,624,100
Employee Benefits and Services					
Health Insurance Administration	\$4,578,251	\$4,981,700	\$5,347,900	\$5,921,000	\$5,921,000
Optional Programs	\$143,486	\$157,800	\$156,900	\$166,200	\$166,200
Bureau Total	\$4,721,737	\$5,139,500	\$5,504,800	\$6,087,200	\$6,087,200
Employee and Labor Relations					
Grievance Administration	\$40,800	\$20,000	\$60,000	\$20,000	\$20,000
Labor Negotiations	\$244,767	\$354,500	\$351,100	\$352,000	\$352,000
Bureau Total	\$285,567	\$374,500	\$411,100	\$372,000	\$372,000
Direction					
Personnel Office Direction	\$308,139	\$366,000	\$361,700	\$417,400	\$417,400
Bureau Total	\$308,139	\$366,000	\$361,700	\$417,400	\$417,400
Department Total	\$7,675,812	\$9,203,400	\$9,454,400	\$10,221,300	\$10,221,300

Office of Personnel

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Employee Development / Services					
Classification and Compensation	3.0	4.0	4.0	4.0	4.0
Employee Development	3.0	3.0	3.0	3.0	3.0
Recruitment	7.5	8.5	8.5	8.5	8.5
Bureau Total	13.5	15.5	15.5	15.5	15.5
Employee Records / Payroll					
HRIS Management	1.0	1.0	1.0	1.0	1.0
Payroll / Disbursements	1.0	1.0	1.0	1.0	1.0
Payroll / Time and Attendance	5.0	5.0	5.0	5.0	5.0
Employee Record Maintenance	5.0	5.0	5.0	5.0	5.0
Bureau Total	12.0	12.0	12.0	12.0	12.0
Employee Benefits and Services					
Health Insurance Administration	3.4	3.4	3.4	3.4	3.4
Optional Programs	1.0	2.0	2.0	2.0	2.0
Retirement Administration	3.0	3.0	3.0	3.0	3.0
Bureau Total	7.4	8.4	8.4	8.4	8.4
Employee and Labor Relations					
Grievance Administration	0.0	0.0	0.0	0.0	0.0
Labor Negotiations	3.0	3.0	3.0	3.0	3.0
Bureau Total	3.0	3.0	3.0	3.0	3.0
Direction					
Personnel Office Direction	6.0	6.0	6.0	6.0	6.0
Bureau Total	6.0	6.0	6.0	6.0	6.0
Department Total	41.9	44.9	44.9	44.9	44.9

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Development / Services

General Fund

Program: Classification and Compensation

Program Description:

Classification and Compensation staff support this office, all other county departments, and customers requiring survey or information assistance with accurate, up-to-date compensation data. The staff also maintains the county classification plan through study and analysis. This unit provides policy and program development for the County's performance appraisal systems.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$216,573	\$261,200	\$256,800	\$295,000	\$295,000
Non-Personal Services	\$8,164	\$5,700	\$7,300	\$5,600	\$5,600
Total	\$224,737	\$266,900	\$264,100	\$300,600	\$300,600

Highlights of Proposed Budget:

This year's request shows a change of status from consultant contract to temporary employee for certain critical services. A temporary employee will work one day per week (less than 420 hours) at a pay rate of \$35 per hour plus FICA. We are continuing our request for temps as we build our foundation for collective bargaining with benchmark classification and compensation studies along with other comparative pay and benefit data to assist with negotiations and non-represented pay decisions.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	4.0	4.0	4.0	4.0
Total	3.0	4.0	4.0	4.0	4.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Class Maintenance Studies	0.0	42.0	48.0	40.0
Employees Affected	0.0	566.0	314.0	500.0
Individual Position Studies	0.0	10.0	89.0	55.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Development / Services

General Fund

Program: Employee Development

Program Description:

Employee Development requires staff to design and administer training programs to expand the skills and education of county employees. Current programs are Fitness for Duty, Controlled Dangerous Substance (CDS)/Alcohol Testing, Orientation, Employee Assistance Program (EAP), Policies and Programs. Program development includes vendor search, database creation, contract management and client/customer service.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$156,552	\$188,800	\$185,600	\$220,000	\$220,000
Non-Personal Services	\$137,206	\$370,100	\$457,200	\$456,000	\$456,000
Total	\$293,758	\$558,900	\$642,800	\$676,000	\$676,000

Highlights of Proposed Budget:

Increased funding is approved for CDS testing due to a greater number of employees in the random test pool.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	3.0	3.0
Total	3.0	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Employee Orientation	0.0	0.0	250.0	250.0
Employees Trained	0.0	0.0	918.0	3,076.0
Training Classes	0.0	0.0	114.0	171.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Development / Services

General Fund

Program: Recruitment

Program Description:

Personnel employees involved in this activity identify and recruit qualified candidates in sufficient numbers to create a diverse workforce. Policies and procedures are developed to ensure fair and accurate assessment of candidates' job related skills to ensure the selection of the most qualified candidates. Staff also assist departments in attaining employment related goals and provide Human Resources advice to managers and department liaisons.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$413,346	\$498,700	\$490,100	\$565,000	\$565,000
Non-Personal Services	\$226,082	\$144,000	\$168,500	\$179,000	\$179,000
Total	\$639,428	\$642,700	\$658,600	\$744,000	\$744,000

Highlights of Proposed Budget:

The FY2003 approved budget includes funds to purchase vendor created examinations for entry level and promotional ranks in public safety units as stipulated by certain union contracts.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	7.0	8.0	8.0	8.0	8.0
Other	0.5	0.5	0.5	0.5	0.5
Total	7.5	8.5	8.5	8.5	8.5

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Announcements	0.0	218.0	184.0	150.0
Applications Received	0.0	10,392.0	10,024.0	10,000.0
Examinations Administered	0.0	2,903.0	2,500.0	2,200.0
New Hires	0.0	330.0	325.0	330.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Records / Payroll

General Fund

Program: HRIS Management

Program Description:

The HRIS Manager provides guidance and direction for all HR/Payroll functions. In addition the Department of Information Technology has dedicated a half position to provide critical technical support to the Employee Records and Payroll staff in the areas of data security and administration, training coordination, special reporting, and product development.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$53,834	\$65,100	\$63,800	\$81,000	\$81,000
Non-Personal Services	\$2,029	\$251,400	\$1,800	\$1,300	\$1,300
Total	\$55,863	\$316,500	\$65,600	\$82,300	\$82,300

Highlights of Proposed Budget:

Technical support for Pension will be for the creation of Pension databases for active employees and retirees.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Records / Payroll

General Fund

Program: Payroll / Disbursements

Program Description:

This function is responsible for monitoring payroll data in the General Ledger, processing payments to County vendors, and auditing ADP tax filing data.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$35,271	\$42,000	\$41,800	\$48,000	\$48,000
Non-Personal Services	\$2,921	\$3,800	\$4,200	\$1,800	\$1,800
Total	\$38,192	\$45,800	\$46,000	\$49,800	\$49,800

Highlights of Proposed Budget:

With the final implementation of the ADP/HR/Payroll system accomplished, staff will begin to develop and finalize work procedures to realize efficiencies.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0	1.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Records / Payroll

General Fund

Program: Payroll / Time and Attendance

Program Description:

There are five staff positions allocated to manage the ADP payroll system. Staff are responsible for management of the Time Care time and attendance system, monitoring time entry and reviewing time reports before submission to payroll. Payroll functions include timely and accurate update of tax data, wage garnishments, direct deposit information, and the savings bond program.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$191,203	\$230,600	\$226,700	\$260,000	\$260,000
Non-Personal Services	\$298,140	\$430,000	\$435,500	\$429,000	\$429,000
Total	\$489,343	\$660,600	\$662,200	\$689,000	\$689,000

Highlights of Proposed Budget:

The ADP/Payroll system is fully installed and operational. Staff will be reviewing work processes and cost elements to achieve the lowest cost for this function. During FY2003, the office will be reviewing options to convert weekly payroll employees to bi-weekly. Additionally, in conjunction with the Pension Team, the County will begin to review the feasibility of using the ADP system to pay county retirees.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	5.0	5.0	5.0	5.0	5.0
Total	5.0	5.0	5.0	5.0	5.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Checks/Pay Advices	0.0	125,000.0	128,700.0	130,000.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Records / Payroll

General Fund

Program: Employee Record Maintenance

Program Description:

Employees assigned to this activity are responsible for the accurate and timely collection of data and entry of employee based information in the county's new HRIS system ADP HRizon. HRizon became operational January 2002 and includes extensive data elements. It is fully integrated with the County's time and attendance/payroll module. The staff are also responsible for initial preparation of documents for employee orientation and continued maintenance of records throughout employment. Staff also effect the proper application of leave benefits as defined by the County Code and Union Contracts. They enter leave corrections and Worker's Compensation adjustments. Records and Payroll staff often fulfill the role of department liaison, fielding internal questions and having frequent contact with outside sources involving banking, mortgage and unemployment institutions. Employees in this unit frequently provide support to special projects such as the United Way and Red Cross Blood Drives.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$233,281	\$281,800	\$276,600	\$320,000	\$320,000
Non-Personal Services	\$385,767	\$550,200	\$560,900	\$483,000	\$483,000
Total	\$619,048	\$832,000	\$837,500	\$803,000	\$803,000

Highlights of Proposed Budget:

With the final implementation of the ADP/HR/Payroll system accomplished, staff will begin to develop and finalize work procedures to realize efficiencies. In addition, the staff will begin to develop and install custom products not available in the base system. This will improve the utilization of data for both employees and management.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	5.0	5.0	5.0	5.0	5.0
Total	5.0	5.0	5.0	5.0	5.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Employment Verifications	0.0	0.0	0.0	360.0
Personnel Action Authorizations	0.0	12,000.0	12,500.0	13,000.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Benefits and Services

General Fund

Program: Health Insurance Administration

Program Description:

Health Insurance Administration is staffed by three full-time personnel who administer the County's Health, Dental, and Vision insurance programs. They provide information to County employees on benefit options and conduct the annual open enrollment process. They provide contract management oversight to the vendors who provide services to the County including Carefirst, Aetna, Cigna, and ADP/ FSA services. They also serve as the first point of contact for employees with questions concerning enrollment, eligibility, or claims denials. Staff also manage the health benefits for over 1300 retirees to insure enrollment, billing coordination and Medicare transition services.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$4,354,334	\$4,803,500	\$5,162,500	\$5,770,000	\$5,770,000
Non-Personal Services	\$223,917	\$178,200	\$185,400	\$151,000	\$151,000
Total	\$4,578,251	\$4,981,700	\$5,347,900	\$5,921,000	\$5,921,000

Highlights of Proposed Budget:

During FY2003, staff will manage the rebidding for HMO and prescription drugs programs for implementation in July 2003 (FY2004). Staff will also outsource COBRA administration to assure accurate and timely compliance with federal law. Personal services costs representing approximately 1 FTE (\$73,000) are charged to the Pension Fund for pension related activities. Due to an insurance premium holiday during FY2002, \$260,000 was intra-departmentally transferred from the retiree health insurance account to cover higher than anticipated expenses associated with implementation of the new payroll system.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	3.0	3.0
Other	0.4	0.4	0.4	0.4	0.4
Total	3.4	3.4	3.4	3.4	3.4

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Retirees Over 65	0.0	641.0	681.0	700.0
Retirees Under 65	0.0	642.0	676.0	740.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Benefits and Services

General Fund

Program: Optional Programs

Program Description:

Staff assigned to this function provide contract management oversight to County vendors who provide insurance and deferred compensation programs to County employees. County staff assure that eligible employees are enrolled accurately and timely. Staff participate in periodic enrollment meetings and provide guidance to individual employees as well as responding to inquiries. In addition, staff currently manage the County's tuition reimbursement program assuring compliance with the County Code and prompt and accurate reimbursement payments.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$63,116	\$76,100	\$74,800	\$85,000	\$85,000
Non-Personal Services	\$80,370	\$81,700	\$82,100	\$81,200	\$81,200
Total	\$143,486	\$157,800	\$156,900	\$166,200	\$166,200

Highlights of Proposed Budget:

An open enrollment for life insurance was conducted in FY2002 increasing participation in this valuable program. For FY2003, staff will assist with the implementation of a voluntary benefits program to allow employees access to a range of benefits at group rates. A long-term disability program will be offered with the County funding a base amount and employee paid options. Funds representing the services of .5 FTE (\$37,000) are charged back to the Pension Fund.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	1.0	2.0	2.0	2.0	2.0
Total	1.0	2.0	2.0	2.0	2.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Deferred Compensation (Active)	0.0	1,950.0	2,050.0	2,789.0
Deferred Compensation (Non-active)	0.0	639.0	664.0	689.0
Life Insurance (Active)	0.0	3,910.0	4,010.0	4,110.0
Life Insurance (Non-active)	0.0	80.0	105.0	130.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee Benefits and Services

General Fund

Program: Retirement Administration

Program Description:

A full time staff of three provides all retirement services for active County employees as well as manages COLA changes for current County retirees. Staff members provide benefit projections for employees, monitor and review pension related data in the HRis system, process retirement applications, provide employee education seminars, and monitor and review county paying agent contracts. All costs associated with this program are funded through the Pension Fund.

Highlights of Proposed Budget:

All costs associated with this activity are funded through the Pension Fund. Significant pension legislation over the past three years has significantly increased employee awareness of pension issues and increased employee eligibility for retirement benefits. In order to respond to the need for all employees to receive timely and accurate pension information, the staff have been internally reorganized to increase their collective knowledge through cross training. In addition, summary plan documents will be sent to each employee in the spring of 2002. In FY2003 a new Personnel Assistant I, to be funded by the Pension Trust Fund, was approved to perform critical administrative tasks now performed by staff professionals. Once filled, this position will enable staff professionals to increase and formalize the retirement education process for county employees.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	3.0	3.0
Total	3.0	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
DROP (Police/Fire) Participants	0.0	0.0	60.0	156.0
Total Retirees	0.0	1,300.0	1,370.0	1,460.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee and Labor Relations

General Fund

Program: Grievance Administration

Program Description:

A temporary professional position is designated as the Grievance Hearing Officer for the Personnel Officer for all County employees. In addition to this responsibility, this employee performs the following tasks: Investigation of EEO and employee complaints, processing of collective bargaining petitions for new unions, policy and procedure development and maintenance (including personnel administrative procedures) and assistance during labor negotiations (cost analysis of proposals). Funding for this position is realized through existing vacancies. Step IV grievances are conducted by the Personnel Board. The Personnel Board is appointed by the County Executive and confirmed by resolution of the County Council. The Board's primary duty is to hear appeals from any action designated by law or collective bargaining agreement to be subject to grievance procedures.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$30,000	\$0	\$40,000	\$0	\$0
Non-Personal Services	\$10,800	\$20,000	\$20,000	\$20,000	\$20,000
Total	\$40,800	\$20,000	\$60,000	\$20,000	\$20,000

Highlights of Proposed Budget:

Planned for FY2003 is a grievance handbook to be published to inform and assist managers in the grievance process. It is hoped that this publication will reduce the number of grievances at the Step IV level.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Other	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Step III Filings	0.0	48.0	48.0	50.0
Step IV Hearings	0.0	15.0	26.0	20.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Employee and Labor Relations

General Fund

Program: Labor Negotiations

Program Description:

Employee and Labor Relations provides direct support to the Personnel Officer with respect to the employee/labor/management function. The staff is responsible for the protection of management rights and prerogatives as well as clarifying the rights and responsibilities of county employees throughout the collective bargaining and contract negotiation process. Staff also provides guidance to county departments and offices with regard to labor contract administration and employee relations.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$178,828	\$215,800	\$212,000	\$245,000	\$245,000
Non-Personal Services	\$65,939	\$138,700	\$139,100	\$107,000	\$107,000
Total	\$244,767	\$354,500	\$351,100	\$352,000	\$352,000

Highlights of Proposed Budget:

During Fiscal Year 2003, five union contracts must be negotiated. Staff will participate in negotiations for the County and assist the County's chief negotiator in the successful completion of negotiations and the publication of five union contracts.

There is a possibility of the filing of four petitions for the establishment of new unions. Should this occur, in addition to conducting employee elections, four additional union contracts will need to be negotiated.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	3.0	3.0	3.0	3.0	3.0
Total	3.0	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Employee Elections	0.0	4.0	0.0	4.0
Labor Contracts Negotiated	0.0	4.0	1.0	5.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Direction

General Fund

Program: Personnel Office Direction

Program Description:

The Direction/Administration function consists of the senior management of the Office of Personnel, and the office management team. This function includes three positions that provide guidance and leadership to the staff in the form of task assignment, project development, work policies, and program planning. The Personnel Officer is directly responsible for and accountable to the County Executive for the proper administration of Article 7 (Pension) and Article 8 (Personnel) in the County Code. The office management function is performed by a Management Assistant II and the Personnel Officer's secretary. In addition to general office management, staff produce internal employee communications, a County newsletter (HR Wired), and coordinate the County Employees Picnic.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$291,444	\$351,700	\$345,500	\$400,100	\$400,100
Non-Personal Services	\$16,695	\$14,300	\$16,200	\$17,300	\$17,300
Total	\$308,139	\$366,000	\$361,700	\$417,400	\$417,400

Highlights of Proposed Budget:

There is no change in staffing FY2003. The office will be requesting a change to the County Charter to change the name of the office from Personnel to Human Resources. In addition, the leadership team will be working towards the accomplishment of all the goals outlined in each specific functional area. A percentage of the Personnel Officer's pay (25%) and of the Director of Employee Benefits and Services' pay (50%) is charged to the Pension Fund.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	2.0	2.0	2.0	2.0	2.0
Management/Professional	4.0	4.0	4.0	4.0	4.0
Total	6.0	6.0	6.0	6.0	6.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Newsletter	0.0	0.0	6.0	6.0
One World Entries	0.0	0.0	960.0	900.0

Office of Personnel

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Pension Fund					
Pension Fund	\$6,486,853	\$6,474,000	\$6,474,000	\$6,671,800	\$6,671,800
Bureau Total	\$6,486,853	\$6,474,000	\$6,474,000	\$6,671,800	\$6,671,800
Department Total	\$6,486,853	\$6,474,000	\$6,474,000	\$6,671,800	\$6,671,800

Office of Personnel

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Pension Fund					
Pension Fund	5.0	6.0	6.0	7.8	7.8
Bureau Total	5.0	6.0	6.0	7.8	7.8
Department Total	5.0	6.0	6.0	7.8	7.8

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Pension Fund

Pension Fund

Program: Pension Fund

Program Description:

The Anne Arundel County Retirement and Pension System, established to provide benefits for participants in the plans of which it consists, is an agency in the Executive Branch of County Government and has the powers and privileges of a corporation to the extent permitted by law. The Anne Arundel County Retirement and Pension system consists of (1) the Employees' Retirement Plan, (2) the Fire Service Retirement Plan, (3) the Police Service Retirement Plan and (4) the Pension Plan for Detention Officers and Personnel. The Pension Trust Fund was established in FY1998 after the passage of Bill 88-96 creating a Board of Trustees with budgetary responsibility for pension assets and expenses. The Pension Trust Fund accounts for all items of expenditure which are related to asset management and retirement administration.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$326,018	\$406,500	\$406,500	\$463,200	\$463,200
Non-Personal Services	\$6,160,835	\$6,067,500	\$6,067,500	\$6,208,600	\$6,208,600
Total	\$6,486,853	\$6,474,000	\$6,474,000	\$6,671,800	\$6,671,800

Highlights of Proposed Budget:

Staff from the Office of Personnel's Employee Benefits and Services Program administer the county's retirement program on a day-to-day basis, supplemented by a programmer analyst equivalent to .5 FTE, for a total FTE of 5.75. In FY2003 a new Personnel Assistant position is funded to be dedicated 100% to Pension Fund activities.

The County's FY2003 contribution to the pension fund as a percentage of salary and wages for the various plans administered by the Pension Trust Fund is:

Employees Retirement Plan	6.36%
Fire Service Retirement Plan	23.45%
Police Service Retirement Plan	22.45%
Pension Plan for Detention Officers and Personnel	18.54%

A comparison schedule of pension rates can be found in the appendices of Volume 1.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	5.0	6.0	6.0	7.8	7.8
Total	5.0	6.0	6.0	7.8	7.8

Office of Personnel

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Health Insurance Fund					
Health Insurance Fund	\$36,550,073	\$46,749,000	\$46,749,000	\$47,133,000	\$47,133,000
Bureau Total	\$36,550,073	\$46,749,000	\$46,749,000	\$47,133,000	\$47,133,000
Department Total	\$36,550,073	\$46,749,000	\$46,749,000	\$47,133,000	\$47,133,000

Office of Personnel

Fiscal Year 2003 Approved Budget

Bureau: Health Insurance Fund

Health Insurance Fund

Program: Health Insurance Fund

Program Description:

The Health Insurance Fund provides a single account for the receipt and disbursement of funds related to the county's health insurance program. The fund is part of the county's self-insurance fund for accounting presentation purposes. The county currently offers a Preferred Provider Network (PPN) Plan and a Maryland Point of Service plan. The county also offers a dental indemnity plan, a dental maintenance plan (DMO), and vision care. Participants include current and retired employees of Anne Arundel County Government, the Library and the Community College.

This function is staffed by three full-time personnel who administer the County's health, dental, and vision insurance programs who are included in the Health Insurance Administration program in the Office of Personnel.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$36,550,073	\$46,749,000	\$46,749,000	\$47,133,000	\$47,133,000
Total	\$36,550,073	\$46,749,000	\$46,749,000	\$47,133,000	\$47,133,000

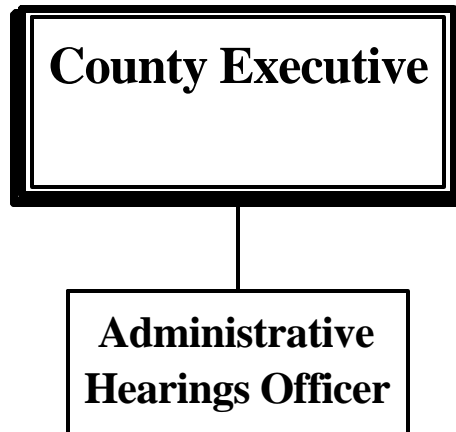
Highlights of Proposed Budget:

During FY2003, staff will manage the rebidding for HMO and prescription drugs programs for implementation in July 2003 (FY2004). During the past few years the county has realized favorable experience with its health insurance plan and that has allowed the fund balance to build up. During FY2002, a "premium holiday" was announced to utilize some of the fund balance. In order to provide the necessary appropriation authority, an additional \$1,000,000 was transferred to the fund from its fund balance.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Office of Administrative Hearings



Administrative Hearings

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Office of Administrative Hearings is to provide the requisite public notice of pending applications, conduct quasi-judicial hearings, and decide pending matters in a timely manner.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$190,200	\$192,400	\$207,200	\$207,200
Contractual Services	\$50,200	\$50,200	\$52,300	\$52,300
Supplies & Materials	\$8,500	\$8,500	\$8,500	\$8,500
Business & Travel	\$2,300	\$2,300	\$2,300	\$2,300
Capital Outlay	\$500	\$500	\$500	\$500
Total	\$251,700	\$253,900	\$270,800	\$270,800

Department Overview:

The Administrative Hearing Officer is responsible for conducting public hearings on petitions to change or reclassify the zoning of individual or particular parcels of property. The Administrative Hearing Officer may grant variances from and make special exceptions to the zoning laws, regulations, ordinances or resolutions.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Management/Professional	1.0	1.0	1.0	1.0	1.0
Office Support	0.0	0.0	0.0	0.0	0.0
Non-County	0.4	0.4	0.4	0.4	0.4
Total	2.4	2.4	2.4	2.4	2.4

Administrative Hearings

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Administrative Hearings					
Administrative Hearings	\$212,657	\$253,900	\$235,000	\$270,800	\$270,800
Bureau Total	\$212,657	\$253,900	\$235,000	\$270,800	\$270,800
Department Total	\$212,657	\$253,900	\$235,000	\$270,800	\$270,800

Administrative Hearings

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Administrative Hearings					
Administrative Hearings	2.4	2.4	2.4	2.4	2.4
Bureau Total	2.4	2.4	2.4	2.4	2.4
Department Total	2.4	2.4	2.4	2.4	2.4

Administrative Hearings

Fiscal Year 2003 Approved Budget

Bureau: Administrative Hearings

General Fund

Program: Administrative Hearings

Program Description:

This program accounts for the Administrative Hearing Officer. Duties are to provide the requisite public notice, conduct quasi-judicial hearings, and write decisions in a timely manner for all zoning petitions (zoning reclassifications, special exceptions, variances and critical area reclassifications). The next level of appeal is the County Board of Appeals. The Administrative Hearing Officer may also hear and decide certain construction contract disputes, which are appealed directly to the Circuit Court.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$173,831	\$192,400	\$186,000	\$207,200	\$207,200
Non-Personal Services	\$38,826	\$61,500	\$49,000	\$63,600	\$63,600
Total	\$212,657	\$253,900	\$235,000	\$270,800	\$270,800

Highlights of Proposed Budget:

The approved FY03 budget continues the funding for the Administrative Hearing Officer and ancillary costs of the program.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

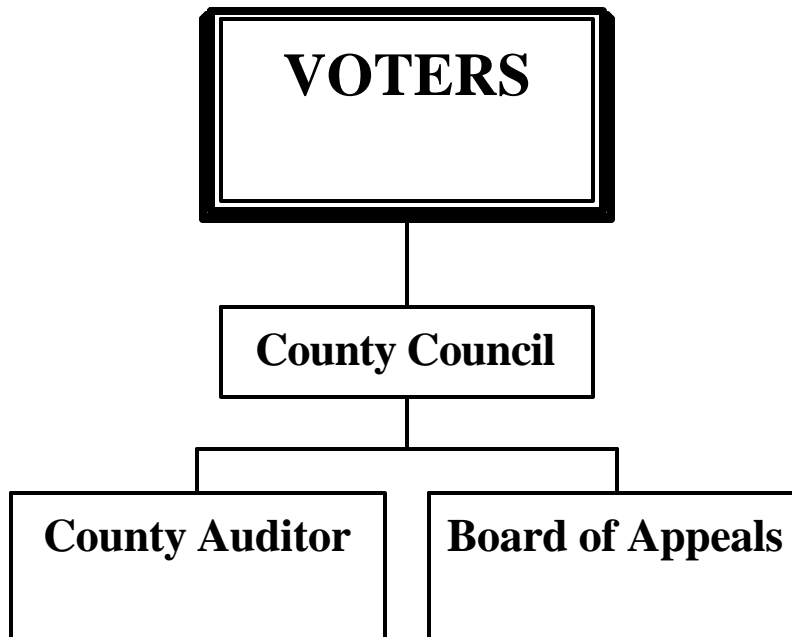
Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Management/Professional	1.0	1.0	1.0	1.0	1.0
Office Support	0.0	0.0	0.0	0.0	0.0
Non-County	0.4	0.4	0.4	0.4	0.4
Total	2.4	2.4	2.4	2.4	2.4

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Contract Disputes	1.0	0.0	2.0	2.0
Rezoning	9.0	3.0	8.0	8.0
Special Exceptions	36.0	38.0	25.0	30.0
Variances	385.0	376.0	400.0	400.0

Legislative Branch



Legislative Branch

Fiscal Year 2003 Approved Budget

Department Mission:

The Legislative Branch is composed of the County Council, the County Auditor and the Board of Appeals.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$2,111,000	\$2,111,000	\$2,262,800	\$2,262,800
Contractual Services	\$367,700	\$367,700	\$372,700	\$372,700
Supplies & Materials	\$42,300	\$42,300	\$55,300	\$55,300
Business & Travel	\$70,000	\$70,000	\$72,800	\$72,800
Capital Outlay	\$163,000	\$163,000	\$6,700	\$6,700
Total	\$2,754,000	\$2,754,000	\$2,770,300	\$2,770,300

Department Overview:

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	18.0	18.0	18.0	18.0	18.0
Management/Professional	14.0	14.0	14.0	14.0	14.0
Other	8.0	8.0	8.0	8.0	8.0
Total	40.0	40.0	40.0	40.0	40.0

Legislative Branch

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
County Council					
County Council	\$1,279,382	\$1,573,700	\$1,584,000	\$1,520,400	\$1,520,400
Bureau Total	\$1,279,382	\$1,573,700	\$1,584,000	\$1,520,400	\$1,520,400
County Auditor					
County Auditor	\$679,363	\$847,800	\$787,600	\$905,700	\$905,700
Bureau Total	\$679,363	\$847,800	\$787,600	\$905,700	\$905,700
Board of Appeals					
Board of Appeals	\$304,245	\$332,500	\$317,500	\$344,200	\$344,200
Bureau Total	\$304,245	\$332,500	\$317,500	\$344,200	\$344,200
Department Total	\$2,262,990	\$2,754,000	\$2,689,100	\$2,770,300	\$2,770,300

Legislative Branch

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
County Council					
County Council	23.0	23.0	23.0	23.0	23.0
Bureau Total	23.0	23.0	23.0	23.0	23.0
County Auditor					
County Auditor	8.0	8.0	8.0	8.0	8.0
Bureau Total	8.0	8.0	8.0	8.0	8.0
Board of Appeals					
Board of Appeals	9.0	9.0	9.0	9.0	9.0
Bureau Total	9.0	9.0	9.0	9.0	9.0
Department Total	40.0	40.0	40.0	40.0	40.0

Legislative Branch

Fiscal Year 2003 Approved Budget

Bureau: County Council

General Fund

Program: County Council

Program Description:

The Constitution of the State of Maryland requires all charter counties to have a council which is vested with the power to enact local legislation. The County Council is the elected legislative body of the County and is vested with the power to enact legislation. The seven-member council generally meets the first and third Mondays of each month, in addition to budget deliberations in May. The Council must adopt a budget by June 1 or the County Executive's request stands as proposed. Except for the budget for the Board of Education, the Council may only delete programs and funding from the County Executive's proposal.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$1,141,328	\$1,274,100	\$1,243,000	\$1,366,700	\$1,366,700
Non-Personal Services	\$138,054	\$299,600	\$341,000	\$153,700	\$153,700
Total	\$1,279,382	\$1,573,700	\$1,584,000	\$1,520,400	\$1,520,400

Highlights of Proposed Budget:

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	17.0	17.0	17.0	17.0	17.0
Management/Professional	5.0	5.0	5.0	5.0	5.0
Other	1.0	1.0	1.0	1.0	1.0
Total	23.0	23.0	23.0	23.0	23.0

Legislative Branch

Fiscal Year 2003 Approved Budget

Bureau: County Auditor

General Fund

Program: County Auditor

Program Description:

The County Auditor serves at the pleasure of the County Council and acts in an oversight capacity to ensure that public funds are spent in accordance with the budget and applicable county laws. The Auditor is also responsible for submitting a financial audit of the preceding fiscal year.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$534,659	\$638,900	\$605,500	\$683,400	\$683,400
Non-Personal Services	\$144,704	\$208,900	\$182,100	\$222,300	\$222,300
Total	\$679,363	\$847,800	\$787,600	\$905,700	\$905,700

Highlights of Proposed Budget:

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	1.0	1.0	1.0	1.0	1.0
Management/Professional	7.0	7.0	7.0	7.0	7.0
Total	8.0	8.0	8.0	8.0	8.0

Legislative Branch

Fiscal Year 2003 Approved Budget

Bureau: Board of Appeals

General Fund

Program: Board of Appeals

Program Description:

Independent of both the executive and legislative branches, the Board of Appeals renders final decisions on appeals relating to zoning, licenses, permits, executive, administrative, and judicatory orders. The seven members of the Board are appointed by the County Council to terms coterminous with those of the Council. Appellants of decisions on special exceptions, rezoning and variances have already appeared before the Administrative Hearing Officer, and may subsequently pursue their cases in Circuit Court if they are not satisfied with the decision of the Board. Board members each receive an annual stipend of \$5,250, and a per diem allowance of \$50.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$185,171	\$198,000	\$187,500	\$212,700	\$212,700
Non-Personal Services	\$119,074	\$134,500	\$130,000	\$131,500	\$131,500
Total	\$304,245	\$332,500	\$317,500	\$344,200	\$344,200

Highlights of Proposed Budget:

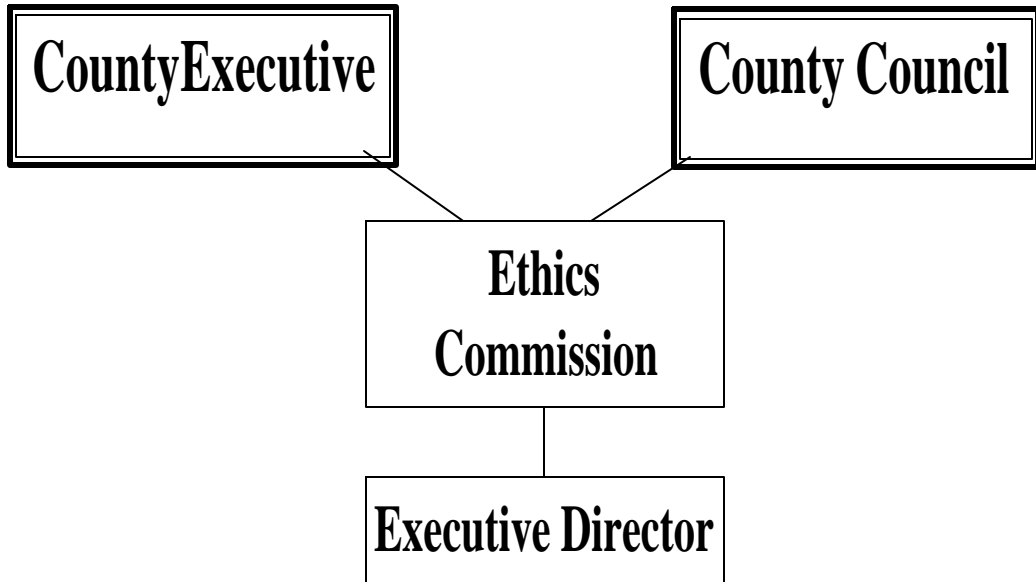
Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Management/Professional	2.0	2.0	2.0	2.0	2.0
Other	7.0	7.0	7.0	7.0	7.0
Total	9.0	9.0	9.0	9.0	9.0

Ethics Commission



Ethics Commission

Fiscal Year 2003 Approved Budget

Department Mission:

The mission of the Anne Arundel County Ethics Commission is to carry out the legislative policy expressed in Article 9, Section 1-102, namely to require certain county officials and employees to disclose their financial affairs and to enforce minimum ethical standards for the conduct of the county's business.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$108,400	\$112,800	\$116,500	\$116,500
Contractual Services	\$13,200	\$13,200	\$13,500	\$13,500
Supplies & Materials	\$7,100	\$7,100	\$8,400	\$8,400
Business & Travel	\$2,900	\$2,900	\$2,900	\$2,900
Capital Outlay	\$900	\$900	\$400	\$400
Grants, Contributions & Other	\$1,500	\$1,500	\$1,500	\$1,500
Total	\$134,000	\$138,400	\$143,200	\$143,200

Department Overview:

The Anne Arundel County Ethics Commission consists of seven volunteer citizens, appointed by the County Executive with the approval of the County Council. The staff includes the Executive Director, who is a practicing lawyer in the State of Maryland, and an assistant, both of whom are part-time employees. The commission meets approximately once a month. Its duties include rendering advice to employees and county citizens on the application of the ethics law, investigating complaints of alleged ethics laws violations, distributing, collecting, and reviewing financial disclosure statements and lobbying registration and activity reports, and providing ethics training to county employees, boards and commissions. The commission is also directed to review the Public Ethics Law periodically and recommend amendments that are necessary or desirable.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	1.6	1.6	1.6	1.6	1.6
Total	1.6	1.6	1.6	1.6	1.6

Ethics Commission

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Ethics Commission					
Enforcement	\$61,800	\$74,600	\$71,700	\$79,100	\$79,100
Public Activities	\$52,300	\$63,800	\$57,200	\$64,100	\$64,100
Bureau Total	\$114,100	\$138,400	\$128,900	\$143,200	\$143,200
Department Total	\$114,100	\$138,400	\$128,900	\$143,200	\$143,200

Ethics Commission

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Ethics Commission					
Enforcement	0.8	0.8	0.8	0.8	0.8
Public Activities	0.8	0.8	0.8	0.8	0.8
Bureau Total	1.6	1.6	1.6	1.6	1.6
Department Total	1.6	1.6	1.6	1.6	1.6

Ethics Commission

Fiscal Year 2003 Approved Budget

Bureau: Ethics Commission

General Fund

Program: Enforcement

Program Description:

The Ethics Commission and its staff provide advice to officials, employees and volunteers of Anne Arundel County. Alleged ethics violations are prosecuted, requiring that all disclosure and lobbying reports be corrected or supplemented as needed. Training and a quarterly newsletter are provided to all employees.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$55,600	\$61,800	\$62,900	\$65,800	\$65,800
Non-Personal Services	\$6,200	\$12,800	\$8,800	\$13,300	\$13,300
Total	\$61,800	\$74,600	\$71,700	\$79,100	\$79,100

Highlights of Proposed Budget:

During FY2003 bi-monthly ethics training classes and a quarterly newsletter will be provided. The commission plans to upgrade its website with access to opinions and downloadable forms. The commission's staff investigates all inquiries and allegations of ethics violations, conducts all legal research and prosecutes ethics violations. The commission has authority to settle complaints under certain circumstances.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	0.8	0.8	0.8	0.8	0.8
Total	0.8	0.8	0.8	0.8	0.8

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Complaints initiated	12.0	9.0	5.0	5.0
Complaints resolved	13.0	9.0	5.0	5.0
Conflicts of interest inquiries received	198.0	186.0	160.0	160.0
Newsletters published	4.0	4.0	4.0	4.0
Opinions issued	72.0	64.0	70.0	70.0
Training sessions	16.0	18.0	15.0	20.0

Ethics Commission

Fiscal Year 2003 Approved Budget

Bureau: Ethics Commission

General Fund

Program: Public Activities

Program Description:

The Ethics Commission and its staff prepare and disseminate all disclosure and lobbying forms, send them to filers, review all forms, and maintain them for public access. They provide copies, recommend, review and comment upon proposed amendments to ethics law. Activities also include conducting monthly meetings of the Ethics Commission, publication of an annual report and participation on the Council on Governmental Ethics Laws, staff training and public speaking.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$46,000	\$51,000	\$48,400	\$50,700	\$50,700
Non-Personal Services	\$6,300	\$12,800	\$8,800	\$13,400	\$13,400
Total	\$52,300	\$63,800	\$57,200	\$64,100	\$64,100

Highlights of Proposed Budget:

During FY2003 the staff of the Ethics Commission will update and print all lobbying registration, authorization and activity reports, disclosure and conflict of interest statements. Data will be reviewed and compiled for public distribution as well as for the executive and legislative branches of county government. Due to increased lobbying registration and reporting, increased printing and mailing costs are anticipated in FY2003.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

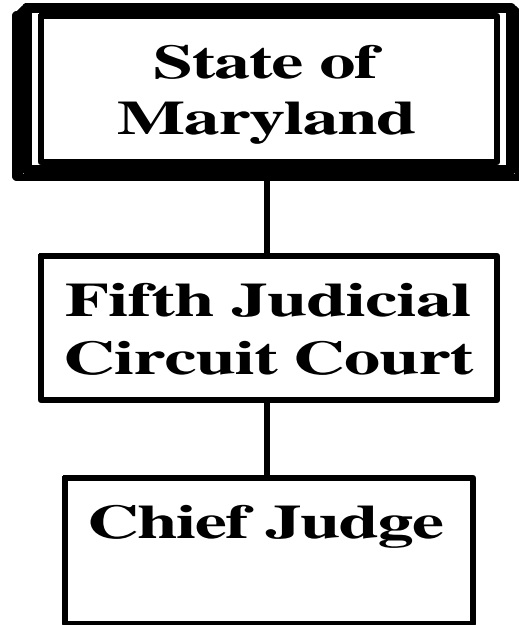
Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	0.8	0.8	0.8	0.8	0.8
Total	0.8	0.8	0.8	0.8	0.8

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Commisison meetings held	12.0	12.0	12.0	12.0
Financial disclosure forms reviewed	0.0	190.0	180.0	180.0
Lobbying activity reports reviewed	0.0	299.0	200.0	200.0
Lobbying registrations reviewed	0.0	163.0	160.0	160.0

Orphans' Court



Orphans Court

Fiscal Year 2003 Approved Budget

Department Mission:

The Orphans' Court is a court of limited special jurisdiction. It is responsible for conducting judicial probate, directing the conduct of a personal representative, and passing any orders which may be required in the course of the administration of an estate. An interested person may petition the Orphans' Court to resolve any question concerning an estate or its administration.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$65,400	\$65,400	\$75,100	\$75,100
Contractual Services	\$3,000	\$3,000	\$2,800	\$2,800
Supplies & Materials	\$1,500	\$1,500	\$1,500	\$1,500
Business & Travel	\$6,000	\$6,000	\$6,000	\$6,000
Capital Outlay	\$500	\$500	\$500	\$500
Total	\$76,400	\$76,400	\$85,900	\$85,900

Department Overview:

The Orphans' Court consists of three elected judges. The Governor designates and commissions one of the three judges of the court, in each county, as Chief Judge of the Orphans' Court. The court is empowered to conduct and supervise an entire probate proceeding, from the probate of a will, grant of letters, and the supervision of the fiduciary, to the final distribution of the estate.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Appointed/Elected	3.0	3.0	3.0	3.0	3.0
Total	3.0	3.0	3.0	3.0	3.0

Orphans Court

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Orphan's Court					
Judicial Probate	\$68,700	\$76,400	\$75,500	\$85,900	\$85,900
Bureau Total	\$68,700	\$76,400	\$75,500	\$85,900	\$85,900
Department Total	\$68,700	\$76,400	\$75,500	\$85,900	\$85,900

Orphans Court

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Orphan's Court					
Judicial Probate	3.0	3.0	3.0	3.0	3.0
Bureau Total	3.0	3.0	3.0	3.0	3.0
Department Total	3.0	3.0	3.0	3.0	3.0

Orphans Court

Fiscal Year 2003 Approved Budget

Bureau: Orphan's Court

General Fund

Program: Judicial Probate

Program Description:

The Orphans' Court consists of three elected judges. The Governor designates and commissions one of the three judges of the court, in each county, as Chief Judge of the Orphans' Court. Each judge receives an annual compensation of \$15,000 and the Chief Judge receives an additional \$500 annually. Each judge also receives an expense allowance up to \$150 per month for personal expenses incidental to his or her duties. In Anne Arundel County, court sessions are held at least two full business days each week.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$64,600	\$65,400	\$66,100	\$75,100	\$75,100
Non-Personal Services	\$4,100	\$11,000	\$9,400	\$10,800	\$10,800
Total	\$68,700	\$76,400	\$75,500	\$85,900	\$85,900

Highlights of Proposed Budget:

Legislation passed during the 2001 general assembly provided for the judges' pay to increase by 27% to \$19,000 with an additional \$500 for the Chief Judge. This pay increase is effective with the new term of office beginning in November 2002.

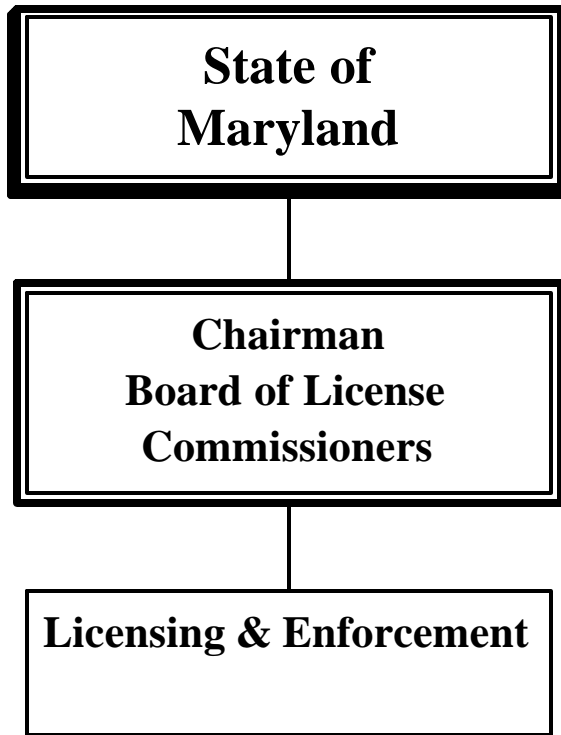
Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Appointed/Elected	3.0	3.0	3.0	3.0	3.0
Total	3.0	3.0	3.0	3.0	3.0

Board of License Commissioners



Board of License Commissioners

Fiscal Year 2003 Approved Budget

Department Mission:

The Board of License Commissioners is appointed by the Governor and operates under the authority of the State Comptroller. As set forth in Article 2B of the Annotated Code of Maryland, the Board is responsible for the administration and enforcement of liquor laws, control and issuance of liquor licenses, enforcement of license provisions and the review and disposition of license violations. The county is required by state law to fund the Board's budget once it is approved by the State Comptroller.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$366,700	\$366,700	\$374,900	\$374,900
Contractual Services	\$85,100	\$85,100	\$64,800	\$64,800
Supplies & Materials	\$22,000	\$22,000	\$17,700	\$17,700
Business & Travel	\$18,500	\$18,500	\$15,800	\$15,800
Capital Outlay	\$3,300	\$3,300	\$1,000	\$1,000
Total	\$495,600	\$495,600	\$474,200	\$474,200

Department Overview:

The Board of License Commissioners is a state agency entirely funded by the county. It is responsible for the administration and enforcement of liquor laws, the control and issuance of liquor licenses, the enforcement of license provisions, as well as, the review and disposition of license violations. In Anne Arundel County, the Governor appoints three persons to constitute the Board, of whom one is designated as chairman. The Board selects its own attorney to assist with any legal matters, and employs one part-time chief inspector and 16 part-time inspectors, in addition to two full-time non-classified administrators (Grade 16) and a full-time non-classified secretary (Grade 13).

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Non-County	19.0	24.0	24.0	24.0	24.0
Total	19.0	24.0	24.0	24.0	24.0

Board of License Commissioners

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
License Commissioners					
Governance	\$63,100	\$74,100	\$74,100	\$74,100	\$74,100
License Compliance	\$121,700	\$138,700	\$131,700	\$138,700	\$138,700
Liquor Licensing	\$200,600	\$282,800	\$277,100	\$261,400	\$261,400
Bureau Total	\$385,400	\$495,600	\$482,900	\$474,200	\$474,200
Department Total	\$385,400	\$495,600	\$482,900	\$474,200	\$474,200

Board of License Commissioners

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
License Commissioners					
Governance	4.0	4.0	4.0	4.0	4.0
License Compliance	13.0	17.0	17.0	17.0	17.0
Liquor Licensing	2.0	3.0	3.0	3.0	3.0
Bureau Total	19.0	24.0	24.0	24.0	24.0
Department Total	19.0	24.0	24.0	24.0	24.0

Board of License Commissioners

Fiscal Year 2003 Approved Budget

Bureau: License Commissioners

General Fund

Program: Governance

Program Description:

The Board of License Commissioners is appointed by the Governor with the advice and consent of the Senate, and operates under the authority of the State Comptroller. The board consists of three commissioners, with one commissioner designated as chairman, and an attorney to the board. As set forth in Article 2B of the Annotated Code of Maryland, the Board is responsible for the administration and enforcement of liquor laws, control and issuance of liquor licenses, enforcement of license provisions and the review and disposition of license violations. The county is required by state law to fund the Board's budget once it is approved by the State Comptroller.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$43,100	\$43,100	\$43,100	\$43,100	\$43,100
Non-Personal Services	\$20,000	\$31,000	\$31,000	\$31,000	\$31,000
Total	\$63,100	\$74,100	\$74,100	\$74,100	\$74,100

Highlights of Proposed Budget:

Legislation passed during the 2002 session of the General Assembly will facilitate the issuance of multiple liquor licenses. The legislation authorizes the Anne Arundel County Board of License Commissioners to issue a Class H alcoholic beverages license to persons holding, as of June 1, 2002, a Class B license that prohibits off-premises sales and also allows a franchiser to have a direct ownership interest in up to two licenses.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-County	4.0	4.0	4.0	4.0	4.0
Total	4.0	4.0	4.0	4.0	4.0

Board of License Commissioners

Fiscal Year 2003 Approved Budget

Bureau: License Commissioners

General Fund

Program: License Compliance

Program Description:

The Board of License Commissioners employs one part- time chief inspector and 16 part- time inspectors. These inspectors visit and inspect all licensed establishments at least twice per year to assure compliance with the rules and regulations governing the sale of alcoholic beverages at retail establishments in Anne Arundel County. The inspectors appointed for Anne Arundel County have all the powers of a peace officer or a constable or sheriff of the State of Maryland .

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$111,700	\$125,300	\$121,700	\$125,300	\$125,300
Non-Personal Services	\$10,000	\$13,400	\$10,000	\$13,400	\$13,400
Total	\$121,700	\$138,700	\$131,700	\$138,700	\$138,700

Highlights of Proposed Budget:

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-County	13.0	17.0	17.0	17.0	17.0
Total	13.0	17.0	17.0	17.0	17.0

Board of License Commissioners

Fiscal Year 2003 Approved Budget

Bureau: License Commissioners

General Fund

Program: Liquor Licensing

Program Description:

The Board of License Commissioners is authorized to employ two full-time administrators and one full-time secretary. This administrative component of the Board is responsible for handling all clerical tasks of the board and inspectors, including collecting all beverage license fees, processing all alcoholic beverage license applications and annual license renewals, and issuing all alcoholic beverage licenses authorized by law. The staff also schedules and prepares for any hearings before the 3-member Board and prepares various reports as required.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$165,400	\$198,300	\$207,000	\$206,500	\$206,500
Non-Personal Services	\$35,200	\$84,500	\$70,100	\$54,900	\$54,900
Total	\$200,600	\$282,800	\$277,100	\$261,400	\$261,400

Highlights of Proposed Budget:

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

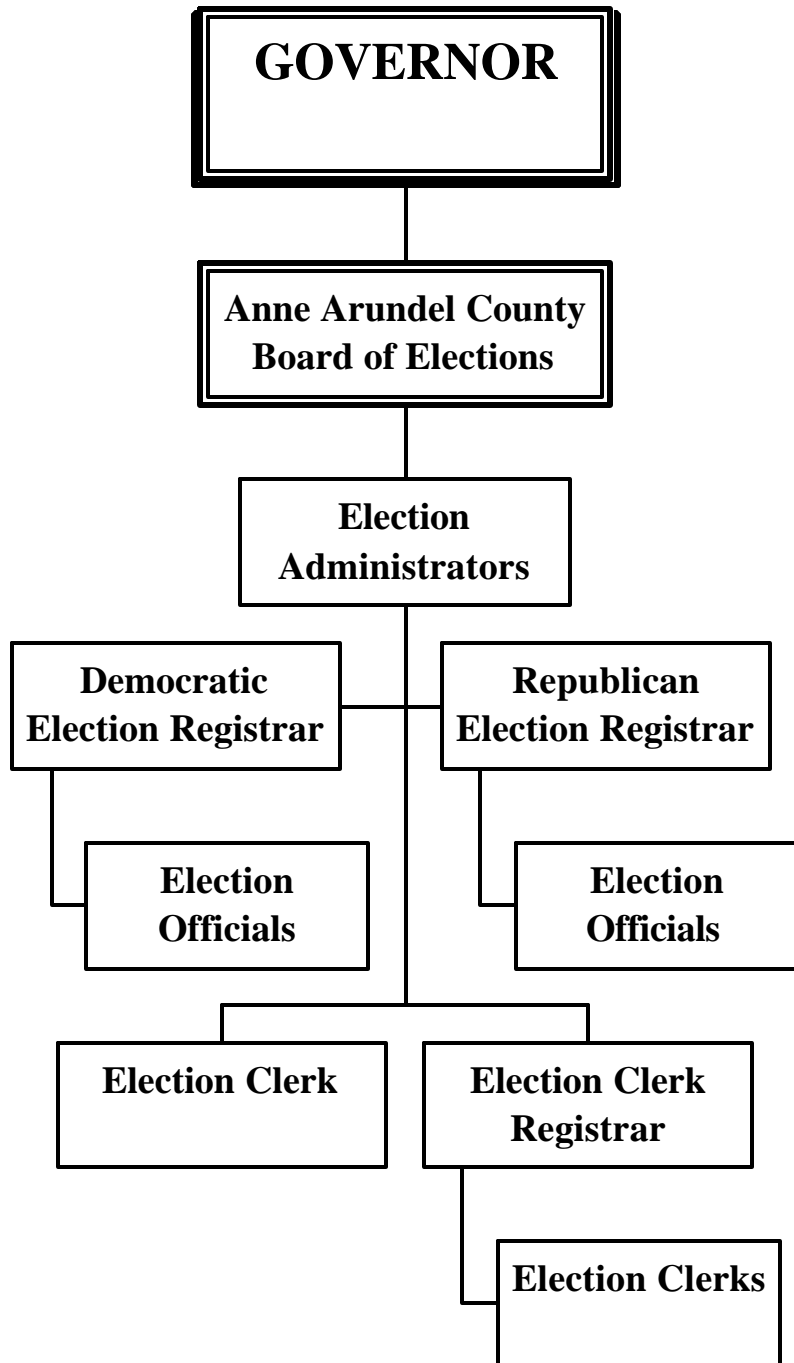
Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Non-County	2.0	3.0	3.0	3.0	3.0
Total	2.0	3.0	3.0	3.0	3.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
Liquor License fees/fines	579,703.0	590,837.0	590,000.0	595,000.0

Board of Elections



Board of Election Supervisors

Fiscal Year 2003 Approved Budget

Department Mission:

The Anne Arundel County Board of Elections is responsible for administering local, state, and federal elections in the county. In conjunction with this responsibility, due to changes in population, the Board is responsible for all phases of reprecincting, including the creation of new precincts. In compliance with the Americans with Disabilities Act, the Board ensures that access to the election process is available for all qualified persons. Additionally, the Board of Elections is responsible for all phases of record keeping pertaining to elections, including voter registration and coordination of the National Voter Registration Act, and through community outreach provides voter education services.

Budget Information:

	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Personal Services	\$613,100	\$613,100	\$930,000	\$930,000
Contractual Services	\$327,400	\$327,400	\$741,000	\$741,000
Supplies & Materials	\$128,100	\$128,100	\$156,100	\$156,100
Business & Travel	\$18,800	\$18,800	\$22,700	\$22,700
Capital Outlay	\$10,900	\$10,900	\$9,400	\$9,400
Total	\$1,098,300	\$1,098,300	\$1,859,200	\$1,859,200

Department Overview:

The office of the Board of Elections is a state agency totally funded by the county. The Board consists of three members and two substitute members appointed every four years by the Governor, subject to the approval of the State Senate. The office is staffed by thirteen full time state employees and augmented by temporary personnel as necessary. The activities of the Board of Elections are driven by a four-year election cycle. Year (1) - Presidential Primary; Year (2) - Presidential General Election; Year (3) - Annapolis City Election; Year (4) - Gubernatorial Primary and General Election.

Personnel Information:

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Other	16.0	8.0	8.0	17.0	17.0
Non-County	13.0	13.0	13.0	15.0	15.0
Total	29.0	21.0	21.0	32.0	32.0

Board of Election Supervisors

Fiscal Year 2003 Approved Budget

Budget Summary By Program

	<u>Actual FY2001</u>	<u>Adjusted FY2002</u>	<u>Estimate FY2002</u>	<u>Request FY2003</u>	<u>Approved FY2003</u>
Board of Election Supervisors					
Election Administration	\$1,360,700	\$1,098,300	\$874,000	\$1,859,200	\$1,859,200
Bureau Total	\$1,360,700	\$1,098,300	\$874,000	\$1,859,200	\$1,859,200
Department Total	\$1,360,700	\$1,098,300	\$874,000	\$1,859,200	\$1,859,200

Board of Election Supervisors

Fiscal Year 2003 Approved Budget

Summary of Positions By Program

	<u>Actual FY2001</u>	<u>Original FY2002</u>	<u>Adjusted FY2002</u>	<u>Proposed FY2003</u>	<u>Approved FY2003</u>
Board of Election Supervisors					
Election Administration	29.0	21.0	21.0	32.0	32.0
Bureau Total	29.0	21.0	21.0	32.0	32.0
Department Total	29.0	21.0	21.0	32.0	32.0

Board of Election Supervisors

Fiscal Year 2003 Approved Budget

Bureau: Board of Election Supervisors

General Fund

Program: Election Administration

Program Description:

The Board of Elections is a state agency entirely funded by the county. The Board is comprised of three members and two substitute members who are appointed biennially by the Governor, subject to the approval of the state senate. The Board selects its own attorney to assist with any legal matters. Board staffing consists of 13 full-time state employees, including a Director and a Deputy Director, augmented by temporary personnel. The Board of Elections and its staff are responsible for administering local, state, and federal elections in the county. The Board is also responsible for all phases of record keeping pertaining to elections, including voter registration, voter education and coordination of the 1995 Federal National Voter Registration Act.

County elections typically follow a four-year cycle as follows: Year 1 - Presidential Primary Election; Year 2 - Presidential General Election; Year 3 - Annapolis City Elections; Year 4 - Gubernatorial Elections.

Budget Information:

	<u>FY2001 Actual</u>	<u>FY2002 Adjusted</u>	<u>FY2002 Estimate</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Personal Services	\$732,700	\$613,100	\$443,600	\$930,000	\$930,000
Non-Personal Services	\$628,000	\$485,200	\$430,400	\$929,200	\$929,200
Total	\$1,360,700	\$1,098,300	\$874,000	\$1,859,200	\$1,859,200

Highlights of Proposed Budget:

Fiscal Year 2003 is coincident with Year 4 of the 4-year budget cycle. County, State, and congressional elections. Two elections are funded in FY2003 - the Primary Election on September 10, 2002 and the General Election on November 5, 2002. Eight to twelve new precincts will be created prior to the elections in FY 2003 to accommodate population increases. Election officials to staff 183 polling places will be recruited, trained and compensated for both elections. Funding is provided to hire eleven FTE temporary employees to assist in meeting mandated deadlines. In response to the increased workload generated by a new statewide voter registration system and "provisional" voting, funding is approved in FY2003 to hire a Data Applications Specialist and an Advanced Elections Clerk.

Highlights of Approved Budget:

The County Council approved the County Executive's proposed budget.

Personnel Information:

	<u>FY2001 Actual</u>	<u>FY2002 Original</u>	<u>FY2002 Adjusted</u>	<u>FY2003 Request</u>	<u>FY2003 Approved</u>
Other	16.0	8.0	8.0	17.0	17.0
Non-County	13.0	13.0	13.0	15.0	15.0
Total	29.0	21.0	21.0	32.0	32.0

Performance Measures:

	<u>FY2000 Actual</u>	<u>FY2001 Actual</u>	<u>FY2002 Estimate</u>	<u>FY2003 Projected</u>
New registrations	16,391.0	21,110.0	23,000.0	18,000.0
Number of elections	1.0	1.0	0.0	2.0
Number of precincts	166.0	166.0	180.0	180.0
Number of registered voters	275,638.0	276,706.0	290,000.0	295,000.0

Office of the Budget
Anne Arundel County, Maryland
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